



THE OHIO STATE UNIVERSITY

OFFICE OF STUDENT LIFE

Preparing CV & Cover Letters

Career Counseling and Support Services

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CCSS Services

Individual Career Counseling

- Appointments and Walk-ins
1. Job Search Campaign
 - Resumes, Cover Letters & Interviewing Skills
 - Applying to Graduate School
 2. Career Exploration
 - Career Assessments
 - Career Planning & Decision-Making
 3. Career Counseling



CVs



Rule of Thumb

- Vitas/CV = used when applying for a job in academic settings
- Resumes = used when applying for a job in industry settings
- Sometimes = Vitas used in industry (research positions)

*Give them whatever they ask for



Step 1: Everything must be tailored

Think like the person who will be receiving your CV: What are they looking for?

Step 1: Determine job target



Step 2: What is needed for this job

- **Can you do the job?** Do you have the skills, aptitude, or experience the job requires?
- **Will you do the job?** Do you have the motivation and interest?
- **Will you fit in?** Will you accept the organization's way of doing things and get along with co-workers and students?



STEP 3 : List your strongest skills or abilities that make you a good candidate for the target job

- **SKILLS**

- Review the Job Posting
 - Requirements
 - Preferred Qualifications
 - Job Duties

Job Posting	YOU

- Create a chart



STEP 3 : Goal is to check off the boxes they are looking for.

**Skills can be gained anywhere-PhD, Master's,
Research, Teaching,
→even volunteer-intern-job-class**

Job Posting	YOU
Research	Dissertation, Thesis, Undergrad RA
Teaching	OSU, MA, Undergrad
Leadership/University Service	OSU Committees, Industry



Content: Applied to all CV

Overall Format

- No limit on pages
- Balance on the page
- Dates on right/left
- Formatting should be uniform (headers, punctuation)
- Present tense for current, past for past
- Name on every page and page number



Content: Applied to all CV

I. Identifying Information

- Name (bolded)
- Address (university) – Spell out – consistency
- E-mail (last name included) ~ Web Site
- Telephone Number (Work and home, voice mail)
- LinkedIn or Website



Content: Applied to all CV

II. Education

- Reverse chronological order (Spacing and Bolding)
- List Universities, degrees, majors, locations, dates
- Spell out Masters and Bachelors
- Dissertation/Thesis title and name of advisor



Tailored Experience Layout

- Uniform layout: **Name and location of employer, (internship, volunteer exp.) dates of employment (involvement) and title**

RULE OF RELEVANCE

- Any experience that is particularly relevant to the job that you are applying for should be closer to the top (PUZZLE)
- Clustered Experiences-Targeted headers
(Research/Teaching/Industry/Administration-Leadership)
- You can have specific headers within areas, ie, type of teaching, type of research and follow with general



Vitas ~ Research Emphasis

Research nonteaching and Research 1 teaching

- I. Identifying Information
- II. Education
- III. Research Interests**
- IV. Research Experience (1 or a few)**
- V. Research Grants**
- VI. Research Awards**
- VII. Publications**
- VIII. Conferences and Presentations**



Vitas ~ Research Emphasis

VIII. Teaching Experience (if not, omit)

IX. Industry Experience (if not, omit)

X. University Service (if not, omit)

XI. *Additional Skills*

XII. *Honors and Awards*

XIII. *Professional Affiliations*

XIV. References



Vitas ~ Teaching Emphasis

Same Format, but will need to play around with the order of sections

- I. Identifying Information
- II. Education
- III. Teaching Interests
- IV. Teaching Experience
- V. Teaching Awards
- VI. Conferences and Presentations
- VII. Research Experience



Vitas ~ Teaching Emphasis

- VII. Research Grants
- VIII. Publications
- IX. Industry Experience (if not, omit)
- X. University Service
- XI. *Additional Skills*
- XII. *Honors and Awards*
- XIII. *Professional Affiliations*
- XIV. References



Vitas ~ Industry

- I. Identifying Information
- II. Education
- III. Industry Experience (if not, omit)
- IV. Research Experience
- V. Research Awards
- VI. Research Grants
- VII. Research Publications



Vitas ~ Industry

VIII. Teaching Experience

IX. Additional Skills

X. Honors and Awards

XI. Professional Affiliations

XII. References



Vitas ~ Administration

- I. Identifying Information
- II. Education
- III. Higher Education Leadership Experience (formerly university service)
- IV. Industry Experience (if not, omit)
- V. Research Experience
- VI. Research Awards
- VII. Research Grants
- VIII. Research Publications



Vitas ~ Administration

VIII. Teaching Experience

IX. Additional Skills

X. Honors and Awards

XI. Professional Affiliations

XII. References



Content: Applied to all CV

III. Research Experience

- Research Interests – list them
- Research Work Experience
 - Employer, Job Title (bolded)
 - Location and dates (spell out)
 - Bullets: Experience: Verb + Subject + Outcome
- Technical Skills – **Bold them or own section**



Explaining your experiences

- **Have a section for your Dissertation and Thesis, - treat them like jobs. Not just your abstract.**
- **In draft form, write down everything you did -- answer the question: “If I did not show up, what wouldn’t have gotten done?”**
 - Think about all of the knowledge, skills, and abilities developed on the job.
 - Accomplishments. **Problem-Action-Result.**
- Now think back to the job posting. You know what they are looking for and what you have



Research

4 Parts

1. Goal

- The question that you wanted to answer

2. Methods and Techniques to solve the question

- Specifics! Most important part

3. Results

4. Transferrable

Don't get too attached to your question

Don't ignore soft skills



Skills and Tasks: Bullets

- **Winning Formula = Action verb + subject + outcome/details**
- Make it concise but vivid
- Be descriptive and quantify as much as possible -- the reader should be able to “see” you doing the job
- Use their words
- Start with an overview of the org/school if it's unknown-Don't assume they should know



Research Example

The Ohio State University, Columbus, OH

Postdoctoral Fellow, Oncology Division, March 20XX-Present

- **Study** the yeast model for cellular iron metabolism
- Conduct experiments contributing to the understanding of mitochondria in iron related diseases
- **Cloned** SSC2 (SSQ1), a mitochondrial heat shock protein, **using** classical *S. cerevisiae* molecular genetic techniques
- **Show** involvement of Ssc2p in Yfh1p (frataxin) maturation to functional form
- **Meet** on a weekly basis with interdisciplinary team to discuss project progress
- Work was published in three scholarly journals and presented at 3 national conferences*



General Research Example

University of California San Francisco, San Francisco, CA
Research Assistant, June 200X-December 200X

- **Designed and studied** several site-specific mutants of Thymidylate Synthase having altered substrate specificity
- **Catalyzed** mutants methylation of deoxycytidine monophosphate with high specificity and catalytic efficiency
- **Constructed** synthetic genes for two small protein inhibitors from bacteriophages namely, Uracil Glycosylase Inhibitor from phage PBS2 and RNA Polymerase Inhibitor from T7 phage
- **Expressed, purified and characterized** proteins



Content: Applied to all CV

IV. Research Grants

- Include project name, funding source, and amount
- Go in reverse chronological order*

IV. Research Awards

- Include name and year
- Reverse Chronological order*

*Don't bury important things



Content: Applied to all CV

VI. Publications

- Peer Reviewed Publications
- Book Chapters and Reviews
- Separate with a space
- Note if - in progress, in review, in press, submitted
- Put in citation format you use within your field of study
- Reverse Chronological (Default)



Content: Applied to all CV

VI. Conferences and Presentations

- Name of presentation
- Reverse Chronological Order (Default)
- Location
- Put in citation format you use within your field of study
- Can break down by type (Poster Presentations, Regional Conferences, National Conferences)



Content: Applied to all CV

VIII. Teaching Experience

- Teaching Interests
- Teaching Experience

- Employer, job title, location, dates
- Use bullet points
- Verb + subject + outcome/details
- Explain where you worked (ODU v OSU)
- Who, what, and how you teach
- Don't assume that all teaching is the same: Instructor of record....Did you create the syllabus? come up with the class yourself? choose the book? have office hours?

- The less you will be doing for the first time the better.



The Ohio State University, Columbus, OH
Graduate Teaching Associate, September 20XX – Present

- Teach one class of introductory or intermediate level Spanish to an average of **25 students, both majors and non-majors**
- Increase students' competency with oral and written Spanish through requiring **daily exercises with grammatical elements immersed in a communicative approach**
- Utilize a **multimedia approach** to engage students' interest in Spanish culture with **first-hand accounts, stories, music, videos, among others**
- Provide one-on-one sessions of tutoring and conversation practices to improve students' Spanish proficiency
- Offer **office hours** to respond to personal inquiries about class content



Content: Applied to all CV

IX. Industry Experience (If relevant)

- Does it check off any boxes that I have not checked off yet?
- Examples:
 - Art: Your own work
 - Field work:
- Employer, job title, location, dates
- Verb + Subject + Outcome/Details
- Use bullet points



Content: Applied to all CV

X. University Service

- List committees, advising experience
 - Student leadership, hiring committees
- Employer, job title, location, dates
- Verb + Subject + Outcomes
- Use bullet points

XI. Additional Skills

- List them
- Bold them
- Use bullet points



Content: Applied to all CV

XII. Honors and Awards

- Reverse Chronological Order (Default)

XIII. Professional Affiliations

- Reverse Chronological Order (Default)
- May list if active member or leadership position



Content: Applied to all CV

XIV. References

- Minimum 3 ~ maximum 5
- In the order you would like them to be contacted
- Be sure to include:
 - Identifying information
 - Job title
 - Degrees
 - Address
 - e-mail
 - telephone numbers
- Relationship with PI/Advisor?



Cover Letters



The Cover Letter

- Works in tandem with your CV, and represents your best opportunity to communicate directly with your target audience prior to an interview.
- Gives you the opportunity to focus more on passion and fit.
- Summarize your experience and concentrate on highlighting appropriate accomplishments and interests related to the job (Tailor to EACH position).
- Your cover letter should not exceed a page and a half or two at the most.



Cover Letter Format

- Your address
- Date
- Person's Address
- Salutation (Dear title or Selection Committee)
 - Address to specific person when possible
- Introductory paragraph
- Main paragraphs
- Closing paragraph
- Signature



Introductory Paragraph

- Tell why you are writing (specific position or type of work for which you are applying)
 - Mention the resource used in finding out about the opening or school *optional
- Include when you're graduating from The Ohio State University and with what degree, current roles
- A highlight of how you match the posting:
 - *I believe that my experience as a graduate teaching associate at OSU and ODU, my dissertation research exploring XXXX utilizing, my industry experiences at Chase Bank and Huntington Bank as well as my passion for economics, makes me an ideal fit for the XX*



Introductory Paragraph

It is with great interest that I am applying for the position of Assistant Professor of Economics at Ohio Dominican University. I learned about this opportunity from Kristen Hall, a Professor in your department whom I served on a committee with last year. I am currently a PhD Candidate in Economics at Ohio State and expect to graduate in May of 2017. I believe that my extensive teaching experience gained at OSU and as a teaching assistant at Penn St, my leadership skills developed through multiple committees while at OSU and my passion for teaching make me an ideal candidate for the Assistant Professor position.



Middle Paragraphs

- ❑ What you did, What you learned and how it matches what they are looking for
- ❑ Include certain skills mentioned in the job posting
- ❑ Where and how you developed those skills (academic background/training, work experience, personality traits)
 - ❑ PROVE IT!
 - ❑ Achievements that relate to the field in which you are applying



Middle Paragraphs

- ❑ How you would make a good fit for the school based on its mission, goals, and current projects
- ❑ Your future research and teaching goals
 - Don't forget: passion for the topic you are researching and/or teaching.
 - Every paragraph has it's own theme.
 - Just in case paragraph.



Employer's Expectations

- **Can you do the job?** Do you have the skills, aptitude, or experience the job requires?
- **Will you do the job?** Do you have the motivation and interest?
- **Will you fit in?** Will you accept the organization's way of doing things and get along with co-workers and students?



List your strongest skills or abilities that make you a good candidate for the target job

• SKILLS

- Review the Job Posting
- Requirements
 - Preferred Qualifications
 - Job Duties
- +++Review their mission and vision

Job Posting	YOU
Research	
Teaching	
Service	
Passion	

Their Mission	YOUR
	History
	Values/Passion
	Goals



Main Paragraph

My PhD in History from OSU has taught me the importance of collaboration and teamwork in completing tasks efficiently and on deadline. While at OSU, I had the opportunity to serve as a Graduate Teaching Associate for XXXX and XXXX. For XXXX I was responsible for the initial design of the class. I utilized a multimedia approach to engage students' interest with first-hand accounts, stories, music, videos, among others. I believe that my passion for the topic and clarity of instruction was evident in my evaluations. "This class was an ideal introduction into History. I wasn't interested in the topic, however, the professor's energy left me excited to go to class. I would definitely take a course with them again."



Closing Paragraph

- Your CV is included
- You'd like to further discuss the job opportunity
- How you can be reached (phone number and e-mail) to answer any questions
- Thank them for his/her time and consideration
 - ***If the employer is far away and you plan to visit the area soon, consider writing that you will be in the geographic vicinity on a certain day and will call to see if an interview can be arranged at this person's convenience on that day



Summary

- **Come in for an individual meeting**
- **Have someone in your field review**
- **Facebook**
- **Twitter**

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