



CV / Resume Preparation

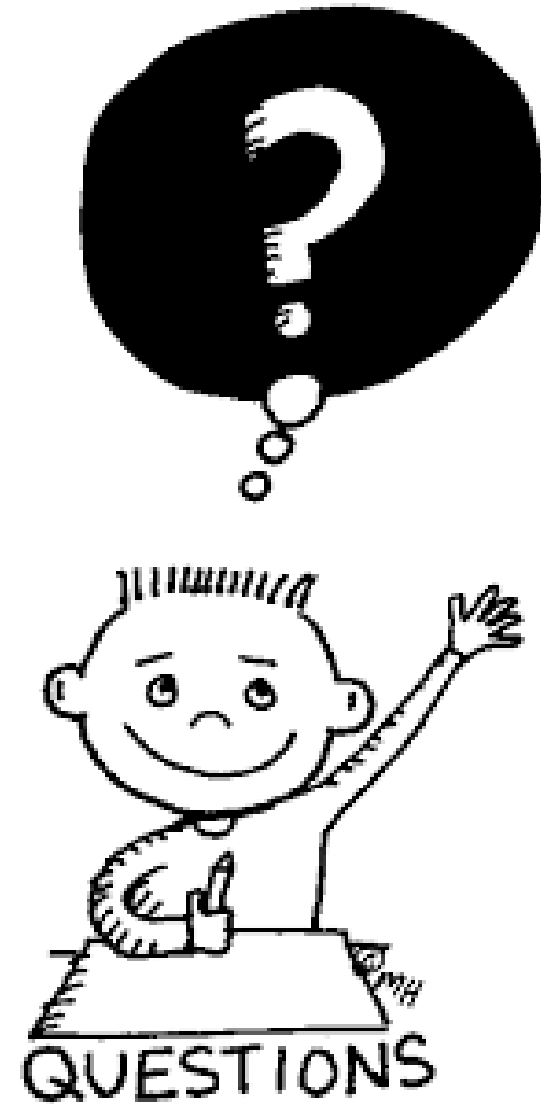
Dalla Lana School of Public Health

Tuesday November 17th 2020 | 5:00 to 6:15pm

STUDENT
LIFE

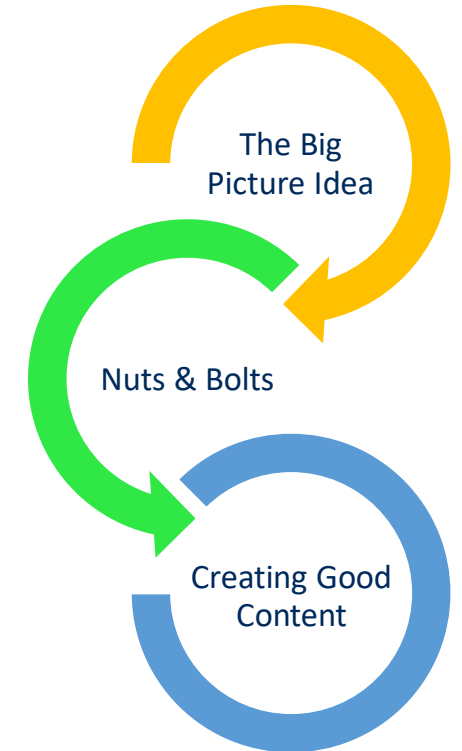
Career Exploration
& Education

**What one question do you have about resumes / cvs?
Put your questions here.....**



A plan for our time together:

- CVs vs Resumes – what's the difference
- How to analyze a job description to know how to tailor your resume and what are transferable skills
- Strategies to create a more effective and captivating résumé – writing accomplishment statements
- Applying it all! Group Resume Review



CV or Resume

A **ré-su-mé** is a 1-2-page **summary** of your experiences and skills organized in a way that best demonstrates your candidacy for a position.

A **curriculum vitae(CV)** is a more **comprehensive** document that details ALL your past education, experiences, and competencies, including public presentations, academic writing and professional development.

Nuts & Bolts: CVs and Résumés

| | Academic CV | Resume |
|-------------------|---|--|
| Audience | Academics in your field | Industry / Employers hiring for a position |
| Length | Unlimited (full information) | 1-2 pages (snapshot, curated info) |
| Focus | Summarizes academic achievements, credentials and scholarly potential | Presents the relevant job-related skills, experience & accomplishments related to your ability to do the job. |
| Essentials | Education, grants & awards, publications, presentations, research & teaching experience | Skills & experiences demonstrating <u>connection to the position</u> through summary section and accomplishment statements |
| References | Included | Do not include |
| Order | Chronological | Various |

See the [Academic CV guide online](#) for more information on best practices for academic CVs

Order is important: CV Sections

- Biographical Detail
- Education
- Honours and Awards
- Research and Teaching Interests
- Experiences (Research, Teaching, Professional, Academic & Administrative) **
- Publications
- Conferences
- Academic Associations and Services
- Languages
- References

** Order depends on the % weighting of responsibilities

Canadian Common CV

What is the CCV?

- The CCV is an online data repository that allows researchers to enter all their CV data at once and then populate a variety of different templates specific to a funding agency.
- Funding agencies that use the CCV include:



https://www.nserc-crsng.gc.ca/Students-Etudiants/CCV_CGSM-CVC_BESCM_eng.asp

<https://cihr-irsc.gc.ca/e/45641.html>

<https://uwaterloo.ca/research/canadian-common-cv-frequently-asked-questions>

<https://onlineacademiccommunity.uvic.ca/imnbn/wp-content/uploads/sites/3598/2019/01/Introduction-to-CCV-Slides.pdf>

Common Sections / Headers - Resume

- Summary OR Highlights of Qualifications OR Profile
- Education
- Awards & Scholarships and/or Achievements
- Experience
 - **Relevant Experience***
 - Work Experience
 - Research Experience
 - Academic Experience/Highlights
 - Volunteer Experience
 - Extra Curricular/Co-Curricular/Leadership Experience/Community Involvement
 - Additional Experience

Maybe also have (if relevant):

- Conferences & Training (or similar)
- Certificates
- Memberships/Affiliations

Some Basics

- 1 or 2 *full* pages
 - number pages (i.e. 1 of 2)
- Name and contact information at top of each page (don't include date of birth, citizenship or photo)
- Reverse Chronological is best
- Consistent formatting throughout
- Keep information recent (past 5yrs)
- No 'references available'
- Bullets, bullets, bullets!

Sara Khmar

416-987-6543 | sara.khmar@mail.utoronto.ca | www.linkedin.com/in/sarakhmar/

HIGHLIGHTS OF QUALIFICATIONS

- Two years research and technical experience in the field of biomedical engineering, including experience working in a clean room
- Applied understanding of software and test procedures in biomedical engineering
- Computer Skills: SolidWorks, AutoCAD, Matlab, C++, Minitab, Microsoft Office
- Other Languages: Spanish (intermediate), Portuguese (beginner)

EDUCATION

University of Toronto

June 2021 (expected)

Bachelor of Applied Science, GPA: **3.8/4.0**

Major: Engineering Science & Minor: Biomedical Engineering

PROFESSIONAL EXPERIENCE

Apotex Inc., Research and Development Intern, Toronto ON

Summer 2019

- Engineered designs for bone screws and ergonomic handles for five implant devices using SolidWorks which were used in final pre-production stage
- Performed tests of implant device parts using Instron and force gauges, the results of which were used in determining the final designs
- Acquired hands-on knowledge of machine parts (including mill, CNC, and lathe), inspection (using calipers, micrometers, and CMM), and clean room procedures (including use of a particle counter) during the designing process
- Examined four animal implant procedures and observed operating procedure of fluoroscope and related medical devices, building a solid base of knowledge in this area

ADDITIONAL RELEVANT EXPERIENCE

Bioengineering Student Association – University of Toronto

2018 – Present

- Facilitated in the planning and implementation of various organizational events including moderating a panel discussion with professors from Department of Bioengineering
- Designed marketing materials and advertised the Orientation Welcome Event for new bioengineering students

Medical Device Development Project – University of Toronto

Winter 2018

- Designed a modified asthma inhaler with potential for patent while collaborating with a team of student designers and presented the project at Engineering Science Praxis Showcase
- Developed a project plan, identified and learned relevant patent law, as well as mastered basic design and solid modeling techniques.

EXTRACURRICULAR ACTIVITIES

Sports: Professional soccer player for the past 3 years, member of 2019 Varsity Soccer team

What is the 'Highlights of Qualifications' (HoQ)?

- First section at top of resume
- 3 to 5 bullet points
- Summarizes your experience based on the key skills employer is looking for
 - Replaces 'Objectives' header
 - Tailor your Highlights of Qualifications section to each job you apply to
- All additional information in your resume should build on your Highlights of Qualifications section

Example HoQ

Highlights of Qualifications

- Two years research and technical experience in the field of epidemiology, including experience working in a clinical setting
- Over 4yrs experience in data collection, analysis and presentation of large data sets in clinical and educational sectors
- Technical Skills: SAS, SPSS, Advanced Excel
- Languages: English and French (native), Spanish (intermediate), German (beginner)

Using the Job Posting

- Review the job posting to identify key transferable skills
- Look for:
 - Frequency of reference & order
 - ‘read between the lines’
 - industry-specific language and terminology
- Research the company, the hiring manager and the industry



Let's look at some job postings

Canadian Public Health Association – Practicum Placement Opportunity

https://utoronto-my.sharepoint.com/personal/mary_mcauliffe_utoronto_ca/_layouts/15/onedrive.aspx?id=%2Fpersonal%2Fmary%5Fmcauliffe%5Futoronto%5Fca%2FDocuments%2FSample%20Job%20Postings%2FSample%20Practicum%20Placement%20Opportunity%2Epdf&parent=%2Fpersonal%2Fmary%5Fmcauliffe%5Futoronto%5Fca%2FDocuments%2FSample%20Job%20Postings&originalPath=aHR0cHM6Ly91dG9yb250by1teS5zaGFyZXBvaW50LmNvbS86YjovZy9wZXJzb25hbC9tYXJ5X21jYXVsaWZmZV91dG9yb250b19jYS9FUU1UVGtobWM3cEF1RWZxWDFOT2RzZ0JiREs5LUVtMjVpT29RUmB1bjFBMXpnP3J0aW1lPVRZQU4zVGVMmKvN

Research Student – Public Health Agency of Canada

https://utoronto-my.sharepoint.com/personal/mary_mcauliffe_utoronto_ca/_layouts/15/onedrive.aspx?id=%2Fpersonal%2Fmary%5Fmcauliffe%5Futoronto%5Fca%2FDocuments%2FSample%20Job%20Postings%2FSample%20Practicum%20Posting%20Epidemiology%2Epdf&parent=%2Fpersonal%2Fmary%5Fmcauliffe%5Futoronto%5Fca%2FDocuments%2FSample%20Job%20Postings&originalPath=aHR0cHM6Ly91dG9yb250by1teS5zaGFyZXBvaW50LmNvbS86YjovZy9wZXJzb25hbC9tYXJ5X21jYXVsaWZmZV91dG9yb250b19jYS9FWl9iYlZaY2Y1dEZoNzNHedBsZXdsOEJDeVAzZFJyR0tZejFGWUNJZUN6Q0ZRP3J0aW1lPXiKRTNTVGIIMMkVn

T-Chart

Tailoring Your Resume:

Mapping Key Skills On Your Résumé

| Required Skill | Your Experience |
|----------------|-----------------|
| | |
| | |
| | |

Where to from here? Accomplishment statements.

Accomplishment Statements:

What are accomplishment statements?

- Bullet points describing your experiences

Why write accomplishment statements?

- Show your impact



Types of Accomplishment Statements

Quantitative:

- Facilitated 3 tutorials every week for groups of 25 – 30 students and won the department's teaching excellence award.
- Created and co-facilitated a 1hr workshop to approximately 200 incoming students about the University academic policies and course registration process, ensuring student awareness of academic responsibilities.

Qualitative:

- Drafted daily analytical papers that informed decision-making for senior management
- Conducted lab experiments, using x methodology, to model appropriate techniques for a class of undergraduate students.

Tailor your achievement for each application!

Employer needs someone with:

▣ sales experience

- Sold tickets for 50/50 raffle draws at Varsity football games, surpassing \$2000 fundraising target needed to purchase new team jerseys

▣ leadership experience

- Coordinated a team of five volunteers, including hiring, training and supervising, to ensure all raffle sales targets were met

▣ project management experience

- Developed a project plan that outlined the project scope, key dates and success metrics resulting in exceeding raffle sales target before the deadline

Let's Review a resume

Sample from [myperfectresume.com](https://www.myperfectresume.com)

<https://www.myperfectresume.com/resume/examples/sciences/epidemiologist>

Colin Montgomery

100 Broadway Lane

New Parkland, CA, 91010

Cell: (555) 987-1234

example-email@example.com

Summary

Talented Epidemiologist with over a decade of clinical experience. Skilled in conducting analyses of performance monitoring and compiling equity impact data. Have exceptional understanding and training in epidemiological principles and surveillance techniques. From developing databases to the implementation of electronic reporting, can provide exemplary laboratory services that promise to be in compliance with any and all safety standards.

Highlights

- Knowledge of public health and infectious diseases
- Evidence based health equity
- Lab reporting
- Proficient with microbiological methods
- Development and maintenance of databases
- Data collection design
- Research, training and presentation

Work Experience

March 2007 to Present *Amble Health Care*, New Cityland, CA **Senior Epidemiologist**

- Designed and implemented a measurement system that maximized accuracy of documentation processes.
- Planned and conducted range of workshops on epidemiology awareness and latest techniques for staff, local clinics and hospitals.
- Lead on research program that updated and automated medical equipment.
- Design, coordinate, implement and monitor independent epidemiology research.
- Monitor research conducted by scientific team throughout laboratory testing and analysis.

March 2002 to January 2007 *University of California*, New Cityland, CA **Epidemiologist**

- Planned and participated in epidemiological research.
- Designed data collection strategies, data collection documentation and data analysis protocols.
- Wrote and attended meetings to report findings and discuss analysis plans.
- Used data management for programmatic decision making and planning.

Education

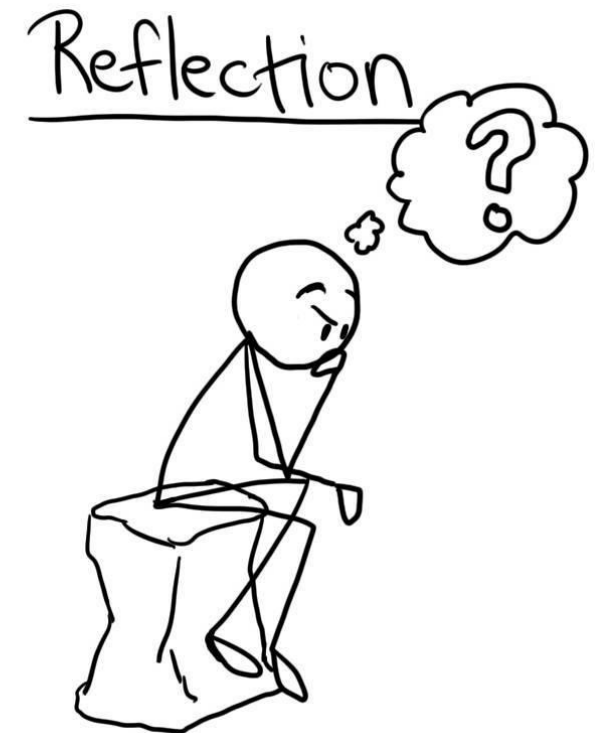
2006 University of California, New Cityland, CA Bachelor of Science, Internal Medicine

Next Steps

- Edit your cv / résumé and cover letter
 - Ask a friend to review spelling, grammar, and the sentence flow
- Learn about the standards in your industry:
 - Review cv / résumés written by recent grads in your field
 - Ask a network contact in your industry to review your résumé and CL
- Attend another online workshop or book a 1:1 Application Review appointment with a Career Educator through CLNx (under Appointments tab)

Reflecting on today's activities and discussions:

- What one thing will you take away from today's workshop?
- What is one new thing you learnt today?



Questions?

thank you!



Source: *Human Rights Code*, RSO 1990, c H.19, s 5
UNIVERSITY OF
TORONTO

CLNx.utoronto.ca

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Additional Resources

Action Verbs (accomplishment statements)

| Management/ Leadership Skills | Communication/ People Skills | Research/ Technical Skills | Organization/ Detail Skills |
|----------------------------------|---------------------------------|-------------------------------|--------------------------------|
| administered | addressed | analyzed | arranged |
| approved | arranged | collected | cataloged |
| assigned | collaborated | computed | categorized |
| authorized | composed | designed | classified |
| coordinated | convinced | determined | compiled |
| delegated | drafted | evaluated | distributed |
| developed | edited | examined | filed |
| established | formulated | formulated | generated |
| handled | influenced | identified | implemented |
| hired | involved | inspected | incorporated |
| increased | mediated | investigated | monitored |
| initiated | moderated | measured | prepared |
| managed | negotiated | researched | processed |
| motivated | participated | standardized | responded |
| organized | persuaded | studied | reviewed |
| planned | proposed | summarized | scheduled |
| prioritized | responded | surveyed | standardized |
| produced | suggested | systematized | updated |
| reorganized | summarized | | validated |

What purpose does a Cover Letter serve?

- Introduce your professional personality
- Highlight most relevant skills and experience
- Demonstrate your research and writing skills
- Explain why you are interested in the position

Maxwell Smith

1234 College St. • Toronto, ON •
416 987-6543 • michael.smith@mail.utoronto.ca

[DD-MM-YY]

Dear Hiring Committee:

I am writing in regard to your posting of 'Professional Year Experience Intern, Engineering' posted on the University of Toronto's Engineering Career Centre website. I have had the opportunity to hone skills on hands-on biomedical engineering, and I am seeking an opportunity to apply these skills to solving real-world issues. I am eager to participate in Procter and Gamble's internship program, through which I would gain an opportunity to work towards solving business issues on a multifunctional team.

This past summer, I had the opportunity to work as an engineering intern with Apotex Inc. In this experience, I gained hands-on experience designing medical device parts using SolidWorks, and had the opportunity to present my designs for review to upper management. I tested the devices I helped to build using Instron and force gauges, completing tests of compression, impact, and high-cycle fatigue. Working in a cleanroom in the testing of the medical devices, I learned to use a particle counter to assess the status of the room. The results of my work were used in creating the final design of five medical devices, which are currently in the process of market testing with anticipated launch in the Canadian market in spring 2016.

In 2013, I had the opportunity to participate in a school project for which I worked on a team of three students to develop a modified asthma inhaler that uses a spacer device. With my team, I presented the inhaler's design at a student conference at the University of Toronto, receiving feedback from both students and engineering professionals. In the future, we hope to test this device to further improve the design.

Thank you for taking the time to review my application. I hope to speak with you soon. I can be reached at 416 987-6543.

Sincerely,

Maxwell Smith

Format and Structure

- One-page business Letter
- Header: Same as resume
- Date: Top left
- Salutation – use name when possible
- Opening Paragraph:
- Middle Paragraphs (either 1 or 2)
- Conclusions/Final Paragraph
- Express your interest for the role
- Close professionally

Introduction/Opening Paragraph

- Opening paragraph example:

What/Where

Summary of
skills/experience

Interest

I am writing in regard to your posting of 'Professional Year Experience Intern, Engineering' posted on the University of Toronto's Engineering Career Centre website. I have had the opportunity to develop and apply my biomedical engineering skills through my previous coursework and internships. I am eager to participate in Procter and Gamble's biomedical engineer technologist position as I am highly interested in solving business issues on a multifunctional team.

Conclusion/Closing Paragraph

- Closing paragraph example:

Thank
Employer

Summarize
your skills

Discuss Next
Steps

Thank you for taking the time to review my application. With my hands-on experience in creating novel designs to improve biomedical instruments, and initiative to take on new projects I am a strong candidate for this position. I hope to have the opportunity to discuss my candidacy in an interview. I look forward to hearing from you.

Middle Paragraphs

- Two ways to structure
 - Skills-based *or* Experience-based
- When writing a middle paragraph DO:
 - Add new descriptive information that adds to the information on your résumé
 - Ensure each paragraph includes an accomplishment (preferably quantitative)
 - End each paragraph by relating to the organization or job you are applying to

Skill-Based Middle Paragraph

- Summary of experiences related to a particular skill.

Accomplishment
Statement

Added
Information

Relation to Your
Job Application

Over the past 2 years, I have developed the ability to develop technical solutions to complex medical problems. This is evidenced in the skills of designing and drafting technical medical device parts that made it to the final round of medical diagnostic and clinical instrumentation recommendations. I have good working knowledge of Matlab and AutoCAD to develop these drafts.

Experience-Based Middle Paragraph

- One paragraph describes a past job that contains all the required skills
- Example: “research reporting”:

Accomplishment
Statement

Added Information

Relation to Your
Job Application

As a Biomedical Engineer I worked with a research team of five scientists where we developed technical solutions to complex medical problems. Most notable developments was troubleshooting syringe infusion pump that resulted in a novel design that was submitted for a patent. As an biomedical technologist at Proctor and Gamble, I would be excited to contribute to your technical team to develop innovative products for your clients.