

The American Association for the Advancement of Science Webinar

Preparing an Industry-Focused Resume

Marquita M. Qualls, PhD
Entropia Consulting
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Emerging Researchers National (ERN) Conference in STEM



Award Number: HRD-1036084, HRD-1645036 and HRD-1930047

- The **Emerging Researchers National (ERN) Conference in Science, Technology, Engineering and Mathematics (STEM)** is hosted by AAAS and the NSF Division of Human Resource Development (HRD). The conference is aimed at college and university undergraduate and graduate students who participate in programs funded by the NSF HRD Unit, including underrepresented minorities and persons with disabilities.
- ERN provides STEM majors a chance to present their research, participate in professional development, and an educational/career fair. This webinar is part of a series to share information and resources on STEM career options and pathways.
- The ERN Conference will be held February 6-8, 2020 in Washington, DC. For more information on ERN visit <http://emerging-researchers.org/>

About Dr. Q

- ▶ Tennessee State University, BS Chemistry
- ▶ Purdue University, PhD Chemistry
- ▶ Industry--Big Pharma
- ▶ Broad range of R&D career opportunities spanning bench research to global strategic planning
- ▶ Solopreneur- Entropia Consulting
 - ▶ Strategy and Operations
 - ▶ Leadership & Professional Development
 - ▶ STEM Diversity

Turning Intent Into Results



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FAQs



How long should my resume be?
What's too much or what's too little to include on a resume?

Ans: It depends on the type of candidate you're trying to portray.



How many versions of my resume do I need?

Ans: You may need to 2-3 versions of your resume. Avoid the urge to use a generic one for all applications.



How often should I review and/or redesign my resume?

Ans: Consider creating a composite resume that lists everything. Update it in real time whenever you gain a new skill, certification, presentation, publication, etc



Should references or 'references available upon request' be listed on my resume?

Ans: No, there is no longer a need to include this on your resume. When/if an employer needs a reference, they will let you know.

Outline

WHAT IS A RESUME?

ANATOMY OF A STEM RESUME

SUMMARY OF DO'S AND DON'TS

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A Resume:

- ▶ Is a written version of your [#personalbrand](#)
- ▶ Is a concise document that highlights your accomplishments
- ▶ Is written in reverse chronological order
- ▶ Focuses on what sets you apart
- ▶ **GETS the INTERVIEW!**

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Preparing a resume requires time & thought. If you aren't willing to invest energy in developing quality product, why expect anyone to read it?

A Resume is Used For:



EMPLOYMENT



INTERNSHIPS



SCHOLARSHIPS
AND
FELLOWSHIPS



RESEARCH
OPPORTUNITIES

Format Guidelines

- ▶ #Appearancematters
 - ▶ Choose a layout that is easy to read
 - ▶ Maximize the top 1/3 of first page
 - ▶ Must grab attention in 5-10 seconds
 - ▶ Be consistent with format
 - ▶ *Each line is valuable real estate*
- ▶ Use 12-point font of Times New Roman, Verdana, Arial, Tahoma
- ▶ Use **Bold** and *Italics* to highlight sections
- ▶ Use plain white paper
 - ▶ *Why? Resume paper does not scan well*
- ▶ Save as .docx and .pdf file
- ▶ Tip: Always keep a current version on your flash drive



The Anatomy of a [STEM] Resume

- ▶ Contact Information
- ▶ Objective/Profile/Skills (optional)
- ▶ [Research] Experience
- ▶ Education
- ▶ Publications and Presentations
- ▶ Honors and Awards



The Anatomy of a [STEM] Resume

- ▶ Contact Information
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Contact Information

Full Name with highest degree
designation



Professional e-mail address



Telephone number



Note: Physical address is no longer
required

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Objective, Profile, Skills (optional)



Brief statement or bulleted list that summarizes your qualifications



Use skills that match the job description

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SKILLS

Problem Solving

Communication

Spectroscopic analysis (light scattering) and purification techniques (HPLC, column chromatography)

Education



Name and location of the school



Major, minor, area of concentration, dissertation



Graduation or anticipated graduation date



GPA

Varied opinions

Confirm if organization requires



Relevant Coursework

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2001 Ph.D., Chemistry; *Purdue University*, West Lafayette, IN;
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1994 B.S., Chemistry, Magna Cum Laude, *Tennessee State University*, Nashville, TN

Experience



Be specific and use numbers to demonstrate your contribution



Emphasize skills which employers note they value in new hires



Use action verbs to demonstrate your capabilities and abilities



List 4-5 bulleted accomplishments



Internships, organizational leadership, relevant part-time jobs

Experience Examples

General

- ▶ Prepared stock solutions
- ▶ Entered data
- ▶ Analyzed liposomes
- ▶ REU Summer Internship at XY University

Specific

- ▶ Prepared weekly stock solutions for a 10-person laboratory
- ▶ Entered data for a grant renewal proposal involving 50 experiments
- ▶ Characterized liposomes using absorption spectroscopy and dynamic light scattering microscopy
- ▶ Participated in a National Science Foundation Research Experience for Undergraduates (REU) at Boston University. Characterized the Br-2 gene under the supervision of Dr. Joanna Seabreeze (Department of Molecular Biology).

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Publications and Presentations



List all authors



Include full and official title of the research



Indicate if it was poster or oral presentation



Include location, event



Include date (at least month and year)



Include any award

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PRESENTATION AND PUBLICATIONS

Qualls, M. M., Thompson D. H., *Chloroaluminum Phthalocyanine Tetrasulfonate Delivered ...* International Journal of Cancer 2001 96, 384-392.

Phototoxicity of Folate-Mediated Delivery of AlPcS₄ to the Cytoplasm of KB Cells, 1998 Annual Meeting of Black Chemist and Chemical Engineers (NOBCCChE), Dallas, TX Poster presentation

Honors/Awards /Professional Affiliations



List in order of importance to the role
OR your discipline



Highlight any organizational or
committee leadership roles



Spell out the award or organization's
name, then use abbreviation



Include the year received or active in
the organization

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HONRS AND AWARDS

1997 American Society Photochemists Annual Meeting Student Travel Award
1992-1994 NIH Minority Access to Research Careers (MARC) Scholar

PROFESSIONAL AFFILIATIONS

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 Highlight/emphasize technical competence

 Use short, concise sentences

 Use numbers, percentages and dollar amounts to show specific contributions and impact

 Keep resume easy to read

 Use action verbs


 Proofread and ask someone to review

Resume Dos

 Do not use the pronouns such as I, me, my

 Do not include references

 Do not fluff your resume with non relevant information

 Do not misrepresent your contributions or skills

 Do not include personal information, e.g SSN, birthdate, address

Resume Don'ts

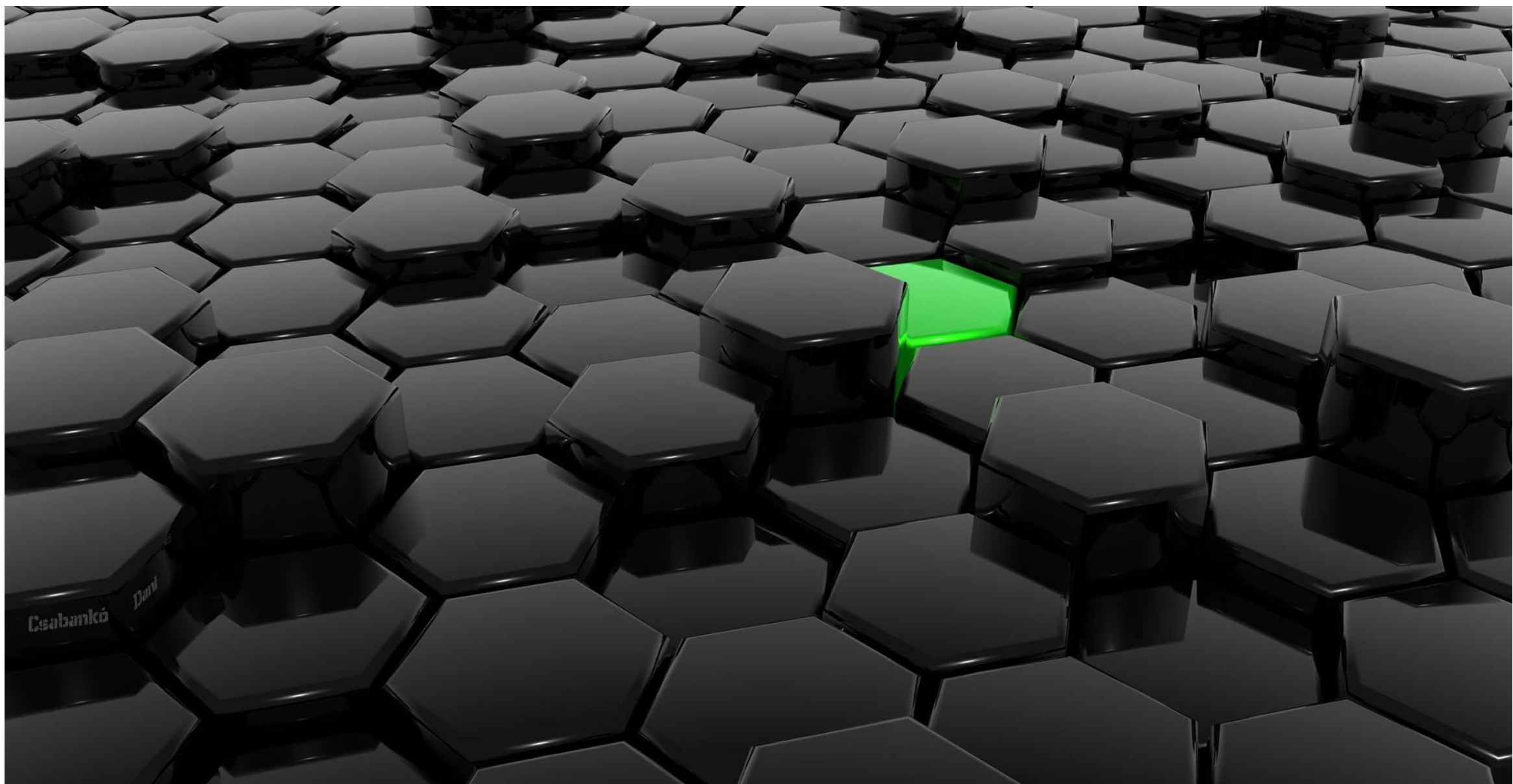


Resumes Get Interviews

- ✓ Examine the job description
 - ✓ Pay attention to the responsibilities required and the qualifications sought
- ✓ Emphasize skills which employers note they value in new hires
- ✓ Demonstrate your (cap)ability to perform the job
- ✓ Use action verbs
- ✓ Think in terms of the benefits you offer an employer as a STEM student, instead of just presenting your skills

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Csabankó

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