

# IOWA STATE UNIVERSITY

Graduate College

## Resumes in a Post Digital World

Engineering Online Learning  
February 8, 2022

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# Curriculum Vitae (CVs) vs. Resume

- Curriculum Vitae (CV) is Latin for “course of life
- Resume is French for “summary”

**CV** – Academia and Industry R&D

**Resume** - Industry (Max 2 page)



# Applicant Tracking Systems

## Hiring is a Research-Based Decisions

- Data analytics and algorithms are used to identify the most qualified candidates
- **Workday** includes an Applicant Tracking System

## Applicant Tracking Systems (ATS)

- Industry recruiters analyze data
- Key words
- Cost-effective
- Upload “ugly” resume
- Transcribe recorded interview for keywords

# Applicant Tracking System (ATS) Data Report

Stars based on keyword usage and answers to questions in the application

Applicant ID	Profile Icon	Phone	Salary	Education	Resume	Received	Email	Progress Notes	Calendar	Mark
[Redacted]	[Redacted]	[Redacted]	\$ 20/32 [244]	★	[Redacted]	09-Feb-16 15:00	[Redacted]	Add Notes	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	\$ 31/32 [243]	★★★	[Redacted]	09-Feb-16 14:05	[Redacted]	Add Notes	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	\$ 27/32 [221]	★★★★★	[Redacted]	14:20	[Redacted]	Add Notes	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	\$ 31/32 [243]	★★★★★	[Redacted]	13:36	[Redacted]	Add Notes	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	\$ 31/32 [243]	★★★★★	[Redacted]	09-Feb-16 13:36	[Redacted]	Add Notes	[Redacted]	[Redacted]

Employers will focus on ATS output before clicking on your resume

Salary expectations over halfway = candidate that is asking for more money than they can pay

Your education is summarized into a statistic, employers can't even see your major

# Recruiter View

A Professional Title will be searched  
NOT Graduate Assistant or Postdoc

**SKILLS:**  
LinkedIn and Resume need to MATCH

The screenshot displays the LinkedIn Recruiter interface. The top navigation bar includes 'PROJECTS', 'CLIPBOARD', 'JOBS', 'REPORTS', and 'MORE'. A search bar prompts 'Start a new search...'. The main content area is divided into filters on the left and search results on the right.

**Filters:**

- Job title:** 'Project Manager' is selected. Other options include 'Technical program manager, Program mana...'. A red circle highlights this section.
- Locations:** 'Greater Chicago Area' is selected. Other options include 'San Francisco Bay Area, Greater New York...'. A red circle highlights this section.
- Skills:** 'Business strategy' and 'Analytics' are selected. A blue circle highlights this section. Other skills listed include 'Market entry (123)', 'Analysis (100)', 'Corporate development (176)', 'Management consulting (103)', and 'Business strategy (89)'.
- Companies:** Filtered by 'Current or Past'. Options include 'Add companies or boolean' and 'Google, Facebook, Evernote, LinkedIn, Ocu...'. A red circle highlights this section.
- Education:** Filtered by 'Any to 2012'. Options include 'Northwestern University', 'DePaul University', and 'University of Illinois at Urbana-Champaign, P...'. A red circle highlights this section.

**Search Results:**

- Summary: 1K total candidates, 71 have company connections, 230 eng: your.
- 230 results • Sorted by relevance.
- Kenneth Rai** 1<sup>st</sup> (highlighted with a red box and arrow): Project Manager, Business Analytics at LinkedIn Chicago, Illinois - Information Technology and Services. Current role: Project Manager, Business Analytics at LinkedIn 2011 - Present. Past roles: Founder at Eyesight Analytics 2013 - Present, Data Analysis / Project Manager at Splashtop Inc. 2008 - Present, Venture Capital Analyst Intern at DFJ Dragon Fund 2005. 2 Shared connections, Company follower.
- Ellen Silverman** 3<sup>rd</sup> (highlighted with a red box and arrow): Senior Project Manager at Victorian Automotive Chamber Chicago, Illinois - Information Technology and Services. Current role: Digital Project Manager, Business Analytics at LinkedIn 2011 - Present. Past roles: Data Analysis / Project Manager at Splashtop Inc. 2008 - Present, Venture Capital Analyst Intern at DFJ Dragon Fund 2005. 5 Shared connections, Recruiting activity.
- Aubrey Macky** 2<sup>nd</sup>: Engineering Project Manager at Trunk Club Chicago, Illinois - Information Technology and Services. Current role: Project Manager, Business Analytics at LinkedIn 2011 - Present. Past role: Founder at Eyesight Analytics 2013 - Present.

# RESUME

**FIRST LAST NAME**

Ames, IA 50011

xxx-xxx-7781

[xxxxxxx@gmail.com](mailto:xxxxxxx@gmail.com)

[www.linkedin.com/in/xxxxx](http://www.linkedin.com/in/xxxxx)

GitHub

## PROFESSIONAL SUMMARY

#, \$, %

- Molecular geneticist with over 2 years of experience in immunology and statistics
- Diversely trained to perform both wet-lab techniques and bioinformatics analyses
- Published 2 of 7 manuscripts in peer-reviewed journals
- Successfully collaborated with colleagues from diverse cultures as Graduate Student Senator
- Directed technical and scientific consulting for industry and academia
- Ability to write scientific code with multiple languages R, Python, Linux, and SAS

Keywords & Skills

## TECHNICAL and LABORATORY SKILLS

**Numerical and Data Analysis:** MATLAB, Python, Tensor Flow, R, JMP, Julia

**Programming Language:** C, C++, Java, Android, Python, 8086 Assembly Language

**Simulation:** Proteus, CircuitMaker, Packet Tracer

**Structure Design:** AutoCAD, Microsoft Visio

**Miscellaneous:** Code Blocks, Eclipse, Android Studio, Perforce, LaTeX, GitHub, Slack, ZOOM

- **Name** should be largest part of heading / **No** home street addresses
- **LinkedIn**, GitHub, ORCHID at top, only if a complete profile
- Career Objective is out/ Professional Summary Is **IN**!
- **Bullets: Keywords** and **numbers** (i.e., # 1-10), \$500, 75%



# Technical or Lab Skills & Education

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Correct spelling

- No Space before or after the hyphen
- Begin & End Dates

## EDUCATION

Iowa State University (ISU), Ames, IA  
Doctor of Philosophy, Ph.D., Genetics

Iowa State University (ISU), Ames, IA  
Master of Science, M.S., Genetics

Loras College, Dubuque, IA

Bachelor of Science, B.S., Biological Research, Secondary Education Endorsement

January 2020-December 2022

January 2020-December 2022

August 2015-December 2019

Use commas to separate

- Match **technical** keywords from job description
- Be Consistent in ALL formatting
  - Write out date/months or abbreviate (July or Jul)
  - Use correct spacing and commas



# What Makes a Great Bullet Point

- Describe your academic positions – **Organic Chemist**  
Graduate Research Assistant
- Use **Action Verbs** (*created, collaborated, analyzed*)
  - NOT: ~~worked, helped~~
- Focus on **skills** and **accomplishments** (#, \$, %)
- **Transferrable** skills (*critical thinking, adaptability, problem-solving*)
- Tailor **keywords** to the employer job description
- Use correct tense throughout (*preferably past tense*)





# Professional OR Work Experience

Customize Title – Professional

## EXPERIENCE

**Molecular Biology Department, Iowa State University, Ames, IA**

**August 2020-Present**

### **Molecular Biologist Graduate Research Assistant**

- Applied ~10 computational programs in an RNA-seq pipeline to analyze sequencing data for differential expression and co-expression analyses
- Analyzed 200+ data sets utilizing R, JMP, and SAS
- Mentored 3 undergraduate students and 2 graduate scholars
- Wrote 5 technical manuscripts for publication in peer-reviewed journals, 4 animal industry reports, and over 15 abstracts for international conferences
- Reviewed 2 manuscripts for The Journal of Molecular Immunology

Describe & quantify what you did and skills

**Department of Plant Pathology and Microbiology, ISU, Ames, IA**

**January 2020-July 2020**

### **Plant Breeding Graduate Research Assistant**

- Led a group of 8 researchers in designing 20+ field experiments for planting & breeding
- Prepared fungal inoculum, applied it on 1,600 maize plant lines, collected phenotypic data, and analyzed data using SAS
- Trained 5 colleagues on fungal inoculum application and phenotypic data collection
- Conducted agrobacteria-mediated transformation of 16 maize plant genes

Broad or Narrow Description?



# Teaching & Leadership Experience

Use the same formatting for all experience

**Department of Plant Pathology and Microbiology, ISU, Ames, IA**  
**Genetics of Biology Teaching Assistant**

January-May 2014

- Collaborated writing syllabi for ~25 undergraduate students
- Developed and graded homework assignments and projects
- Clarified course objectives and graded assignments
- Taught 2 class sessions and led 3, 2-hour review sessions

**LEADERSHIP AND SERVICE EXPERIENCE**

**Graduate and Professional Students Senate (GPSS), ISU, Ames, IA**  
**Senator, Genetics Department**

August 2020-May 2021

- Communicated relevant information from Senate meetings to department faculty and students
- Conducted Senate elections as Elections and Operations Committee Co-Chair
- Promoted and publicized 18 conference events - Public Relations Committee Chair



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# Questions

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# Questions

- Managed 600 greenhouse-grown transgenic maize from plantlets to harvest
- Amended protocol for the management of greenhouse-grown transgenic plants
- Mentored and supervised 12 students in managing laboratory, greenhouse, and field experiments
- Phenotype maize plant lines affected by western corn rootworm
- Extracted plant RNA and DNA, designed primers, conducted PCR and gel electrophoresis

Elanco, Germany

August 2014-May 2016

#### Business Associate of Analytical Science & Technology

- Optimized and increased throughput of an ELISA protocol to quantify vaccine titer
- Gained experience working in a GMP environment
- Wrote standard operating procedure and project report

Department of Plant Pathology and Microbiology, ISU, Ames, IA  
Genetics of Biology Teaching Assistant

January-May 2014

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August 2020-May 2021

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- Promoted and publicized 18 conference events - Public Relations Committee Chair

Bioinformatics Graduate Student Organization, ISU, Ames, IA  
Executive Board Member

August 2018-May 2020

- Brainstormed ideas to promote bioinformatics research
- Organized two, 1-day computer language workshops

Indian Students' Association, ISU, Ames, IA  
Public Relations Officer

August 2018-May 2019

- Presented strong conversational and marketing skills by securing 4 event sponsors and publicizing 20 events
- Association awarded 'Best Organization of the Year' by International Students' and Scholars Office

#### SELECT PUBLICATIONS (1 of 3)

- Last, X. Y. & Name, H.-H. Rational Design of High-Number . *PLoS One* 10, e0145682 (2019).

#### SELECT HONORS AND GRANTS (1 of 7 honors/grants)

- Center for Excellence in and Learning and Teaching (CELT) grant, ISU (\$5,000) 2019

#### PROFESSIONAL ASSOCIATIONS

National Animal Breeding & Genetics Association - Member

2017-Present



## Next Steps...

- LinkedIn Updated
- Networking – Informational Interviews
- Search for openings
- Practice Interviewing – Behavioral Interviews
- Prepare to Negotiate



# Graduate College Career Services

## Recordings Available

- Resume (*recording available*)
- CV, Cover Letter
- Career Self-Assessment
- LinkedIn (*recording available*)
- Networking (*recording of alumnus available*)
- Interview (*“Tell us about yourself” – recording available*)
- Job Negotiation

Email [Gradcareers@iastate.edu](mailto:Gradcareers@iastate.edu) to request webinar links



# Graduate College Career Services

## Graduate & Postdoc Career Support

**1:1 Coaching**, Group Presentations, Webinars:

Resumes, CV's, Interview Skills, LinkedIn, etc.

## Karin Lawton-Dunn

Graduate College Careers Office [website](#) or [calendar](#)

Graduate Career Office Email: [gradcareers@iastate.edu](mailto:gradcareers@iastate.edu)

**LinkedIn:** <https://www.linkedin.com/in/karinlawtondunn>

ISU Career Fairs - <https://www.career.iastate.edu/career-fairs/>

ISU Academic College Career Services - [Careers Services](#)

*Thank you for attending today!*

To schedule an appointment or questions, email Karin Lawton-Dunn at [gradcareers@iastate.edu](mailto:gradcareers@iastate.edu)

Feel free to reach out to me for any questions regarding networking, career planning, LinkedIn, etc.  
I would be happy to assist you or refer you to someone that can help you.



# Please Complete Workshop Evaluation





# Graduate College Career Services

## Academic Careers

- Skills, interests, and values assessments
- Career Planning
- CV
- Informational Interviews
- Networking
- Teaching/Research Experience
- Professional Development
- Interview Skills
- Negotiation

## Industry Careers

- Skills, interests, and values assessments
- Career Planning
- *Résumé*
- Informational Interviews
- Networking
- Industry Experience - Internship
- Professional Development
- Interview Skills
- Negotiation