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Graduate College

Resumes in a Post Digital World

Engineering Online Learning February 8, 2022

> Karin Lawton-Dunn, Director Graduate College - Career Services 1156 Pearson Hall gradcareers@iastate.edu



Curriculum Vitae (CVs) vs. Resume

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

CV – Academia and Industry R&DResume - Industry (Max 2 page)



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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

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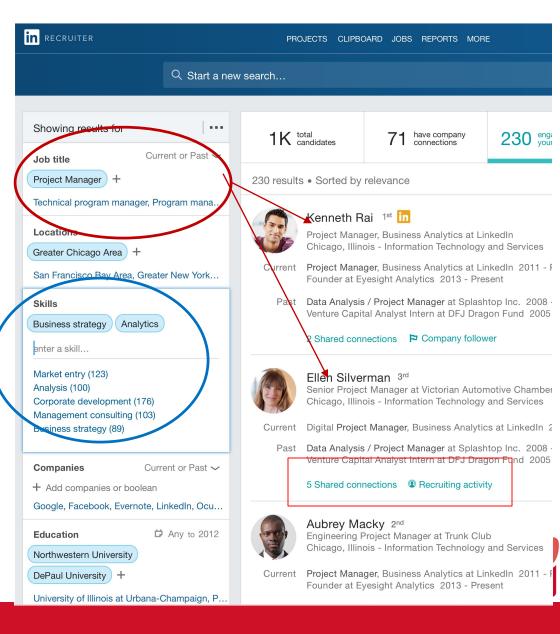


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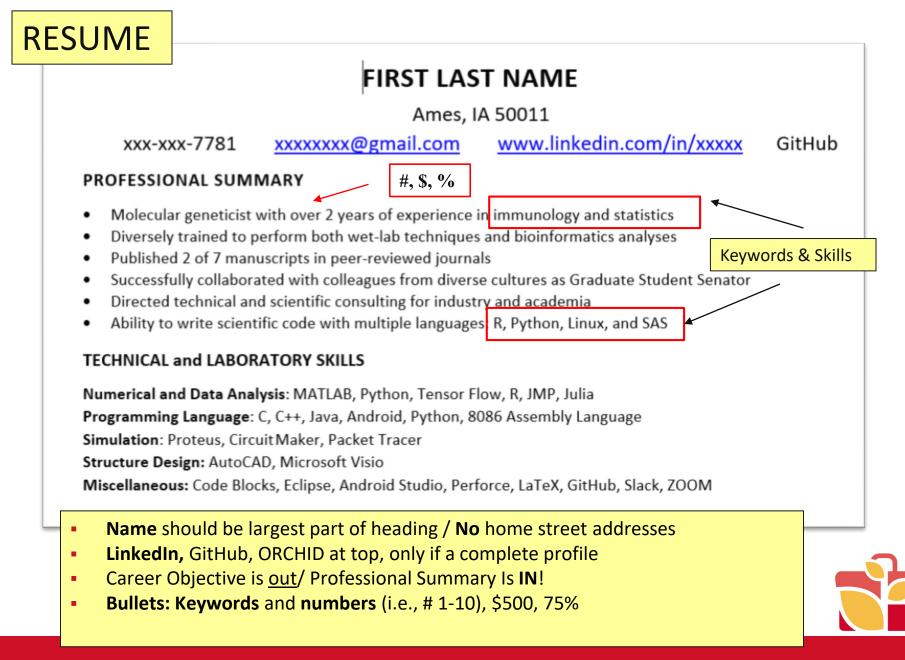
Recruiter View

A <u>Professional Title</u> will be searched <u>NOT</u> Graduate Assistant or Postdoc

SKILLS: LinkedIn and Resume need to MATCH



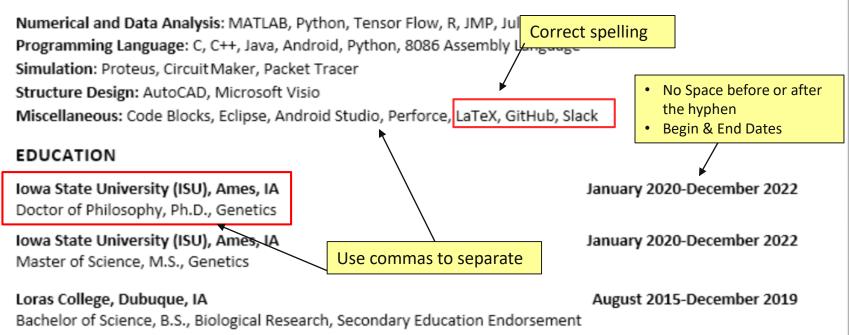
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Technical or Lab Skills & Education





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

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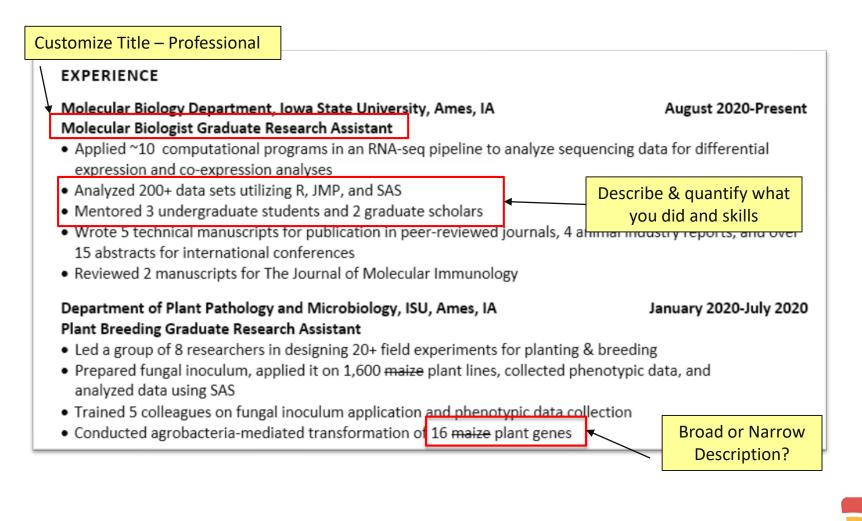
What Makes a Great Bullet Point

- 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 <u>keywords</u> to the employer job description
- Use correct tense throughout (preferably past tense)



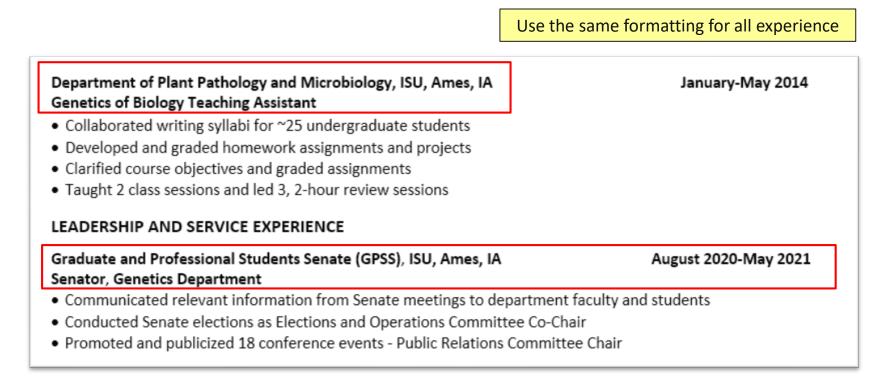
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Professional OR Work Experience



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Teaching & Leadership Experience





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FIRST LAST NAME

Ames, IA 50011

xxx-xxx-7781 xxxxxxx@gmail.com 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 .
- ٠ Successfully collaborated with colleagues from diverse cultures as Graduate Student Senator
- Directed technical and scientific consulting for industry and academia ٠
- Ability to write scientific code with multiple languages: R, Python, Linux, and SAS

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, Circuit Maker, Packet Tracer Structure Design: AutoCAD, Microsoft Visio Miscellaneous: Code Blocks, Eclipse, Android Studio, Perforce, LaTeX, GitHub, Slack, ZOOM

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

EXPERIENCE

Molecular Biology Department, Iowa State University, Ames, IA Molecular Biologist Graduate Research Assistant

August 2020-Present

 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

Department of Plant Pathology and Microbiology, ISU, Ames, IA Plant Breeding Graduate Research Assistant

January 2020-July 2020

- 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

Questions



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January 2020-December 2022

January 2020-December 2022

August 2015-December 2019

 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 • Collaborated writing syllabi for ~25 undergraduate students	January-May 2014	
 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 • Communicated relevant information from Senate meetings to department faculty ar • Conducted Senate elections as Elections and Operations Committee Co-Chair • Promoted and publicized 18 conference events - Public Relations Committee Chair	August 2020-May 2021	
Bioinformatics Graduate Student Organization, ISU, Ames, IA Executive Board Member • Brainstormed ideas to promote bioinformatics research • Organized two, 1-day computer language workshops	August 2018-May 2020	
Indian Students' Association, ISU, Ames, IA Public Relations Officer • Presented strong conversational and marketing skills by securing 4 event sponsors a • Association awarded 'Best Organization of the Year' by International Students' and S		
SELECT PUBLICATIONS (1 of 3)		
Last, X. Y. & Name, HH. Rational Design of High-Number . PLoS One 10, e0145682	2 (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	

Questions



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Next Steps...

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



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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 to request webinar links



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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 <u>website</u> or <u>calendar</u>

Graduate Career Office Email: gradcareers@iastate.edu

LinkedIn: https://www.linkedin.com/in/karinlawtondunn

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

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

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.



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Please Complete Workshop Evaluation





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Graduate College Career Services

Academic Careers	Industry Careers	
 Skills, interests, and values assessments 	 Skills, interests, and values assessments 	
Career Planning	Career Planning	
• CV	Résumé	
Informational Interviews	 Informational Interviews 	
Networking	Networking	
Teaching/Research Experience	Industry Experience - Internship	
Professional Development	Professional Development	
Interview Skills	Interview Skills	
Negotiation	Negotiation	

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