

RESUME ESSENTIALS WORKSHOP

May 9, 2025

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Today's Agenda

By the end of today's workshop, you will be able to:

1. Distinguish between a résumé and a CV
2. List the sections commonly used in a résumé
3. Apply basic principles of résumé writing when crafting your own
4. Format your résumé in a scannable and compact way
5. Assess a job ad and map skills/experiences/traits to employer needs
6. Write strong bullet points



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Résumé ≠ CV

	CV	Résumé
Audience	Other academics or researchers	HR, Hiring Manager, Recruiter
Goal	Present full academic history for faculty positions in academia, fellowships and awards, or research intensive roles	Demonstrate you have the skills and experience necessary to succeed in a particular position
Length	As long as necessary	1-2 pages
Scope	Broad—detailed listing of every term of employment or academic credential	Limited—only what is relevant to the position
Contents	Education, Awards, Teaching, Publications, Conferences, Research	Education, Experience, Skills
Formatting	Consistent, defined sections in a specific order, empty space	Clean, quickly scannable, limited empty space
References	Include	Omit



Components of a Résumé

- Contact Information
- Summary Statement
- Education
- Professional Experience (academic projects, independent research, internship experience, teaching, fellowships, work experience, publications, conferences, presentations)
- Skills (languages, licenses, certifications, technology, techniques)
- Additional Information (extracurricular activities, professional associations, volunteer work)



Contact Information

- Name and degree (e.g., John Doe, PhD)
- E-mail address
- Phone number
- Website (e.g., LinkedIn)



Education

For each undergraduate or graduate experience provide:

- Degree (e.g., BS, BA, MA, PhD)
- Date awarded or expected (month and year)
- Institution
- Field of study (major)



Professional Experience

- Position title
- Name of company or institution
- Location (city, state)
- Date range
 - ✓ 2020 - 2023 (degree)
 - ✓ Jul. 2020 - present (employment)
- Bulleted list of accomplishments, not descriptions of job duties or tasks
 - ✓ List most relevant first
 - ✓ Use present tense for current position; use past tense for earlier positions
 - ✓ Ensure statements are grammatically paralleled
 - ✓ Edit unnecessary words



Basic Principles of Résumé Writing

1. Use a clear and consistent format that helps the reader scan and digest important information in 15-30 seconds.

- Name on top of page in large simple font
- Contact info under name
- Standard font (Arial, Times New Roman, Calibri)
- 10-12 pt. font size
- **Bold**, CAPS, *italics*, underline to emphasize section headings
- Margins between 0.75" and 1" (ideal), but no less than 0.5"
- Reverse chronological order (most recent first)
- Date format (right side)
- 1-3 lines per bullet (phrases only)



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Basic Principles of Résumé Writing (cont.)

2. Edit to include the most relevant experience in a single page.

- Avoid awkward spill over sections
- Avoid cluttering
- Save space by leaving off your mailing address (email and phone suffice)

3. Highlight achievements/outcomes rather than tasks or processes.

- Begin phrases with appropriate action verbs
- Use results-oriented bullet points instead of paragraphs
- Use headers and details to match the specific job posting



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SUMMARY *{summary section optional}*

Experienced marketing and product management professional skilled in strategic analysis and implementation, brand and product development, project management and execution, and direct marketing. Effective leader and team builder in global businesses, including entertainment and publishing.

EXPERIENCE

TIME INC New York, NY
Associate Product Manager, Home Entertainment (2017-Present) 2016-Present

- Led all aspects of product development and member acquisition and retention program for *Money* and *Fortune* continuity programs while involved in strategic planning for divisional growth
- Conceptualized, implemented and analyzed 40 annual direct marketing campaigns including direct mail, telemarketing, magazine cover wraps and digital media
- Partnered with cross-functional team to develop recruiting systems that improved efficiency in tracking campaigns, reducing time required on process by 75%
- Launched cost reduction program resulting in savings of $\geq 20\%$ (\$30,000) in magazine cover wrap order processing charges
- Managed monthly expenses and reconciliations for new business accounts. Developed \$300K budget forecast for two streams of new business

Assistant Product Manager, Home Entertainment (2016)

- Oversaw new member and current member promotions for four negative option continuity programs
- Developed list analyses and plans, package testing matrices, merge-purge instructions and mailing specifications

NEWBRIDGE PUBLISHING London, UK
Boutique publishing group focusing on K-12 educational materials 2015-2016
Marketing Associate

- Prepared and organized new and current member promotions, including direct mail, space ads and telemarketing for six educational community programs
- Created list histories and developed media plans based on acquisition and retention analysis
- Managed two million list rental and merge-purge process for direct marketing promotions

EDUCATION

COLUMBIA BUSINESS SCHOOL New York, NY
MBA, Executive Program, May 2021 2019-2021
Elected: VP, Alumni and Mentoring, Marketing Association of Columbia; VP, Events, European Society
Member: Columbia Women in Business, Media Management Association of Columbia
Small Business Consulting: Created strategic marketing plan for luxury tourism client

UNIVERSITY OF MICHIGAN Ann Arbor, MI
BA, Communications, May 2015 GPA: 3.6 20012-2015
Minors: Mathematics and History
Honors: Dean's List
Study Abroad: New York University in Prague (Spring 2011)

ADDITIONAL INFORMATION

Volunteer Work: Young Adult Committee member for the Share and Care Foundation – organize fundraising events raising 2,500+ for educational projects in rural India
Interests: Enjoy running (completed '07 and '08 NYC marathons), black and white photography, scuba diving
Languages: Italian and Spanish
Work Authorization: UK Citizen, US Permanent Resident



TWO-PAGE RESUME SAMPLE

Alex P. Jenkins

(917) 123-4567

aj21@gsb.columbia.edu

SUMMARY {summary section optional}

Management consulting professional with 10 years of proven experience leading enterprise-wide business transformation projects both domestically and internationally, including process optimization, ERP software implementation, and strategic organizational realignment.

EXPERIENCE

APEX CONSULTING, LLP

2016-Present

Manager, New York, NY (2018-Present)

Manage full life-cycle business transformation projects for global manufacturing and service organizations seeking to standardize operations and technology across disparate business units, often following aggressive merger and acquisition activity.

- Led over 60 consulting, client, and 3rd-party resources through successful implementation of ABC Corp ERP software.
- Standardized business processes for a newly acquired Brazilian subsidiary of global manufacturing company, leading to greater brand recognition and increased presence across South America (business doubled in first year).
- Oversaw project planning, financials, and delivery for GHI Inc. Project recognized by ABC Corp as major milestone project, and positive results influenced designation of Apex as ABC Corp's Consulting Partner of the Year for 2020.
- Managed business case development for redesign and standardization of business processes and technology for \$3B global service company, identifying over \$300M in savings in 5 years. Spearheaded global deployment strategy, budget, metrics, and deliverables to realize project ROI.
- Received national "Outstanding Performance Award" for exceeding both client and firm expectations during critical engagement for major US based client.

Senior Consultant, Atlanta, GA (2016-2018)

Led team and served as process area expert for multiple ABC Corp ERP software implementation projects. Supervised requirements gathering, solution design, and software configuration and testing.

- Worked directly with Apex senior leadership to develop new project implementation methodology for use by firm's worldwide ERP practice.
- Wrote and published white paper on how to leverage standard ERP Software functionality to establish procurement consortium among suppliers and customers to achieve cash flows in excess of software implementation costs. Paper resulted in invitation to speak at ABC Corp's annual national conference.
- Received "Market Facing Award" in recognition of exceptional marketing and positioning activities within marketplace at large.
- Awarded "Community Impact Award" as result of involvement with NYC "Virtual Enterprise" program aimed at helping disadvantaged high school students develop real-world professional and entrepreneurial skills.

Alex P. Jenkins

Page Two

ABC CORP CONSULTING, Atlanta, GA

2014-2016

Senior Consultant

Supervised multiple ABC Corp ERP software implementation projects. Accountable for project planning, requirements gathering, solution design, software configuration and testing, and user training.

- Led team of 15 consultants and client resources through implementation of ABC Corp ERP solution covering 23 manufacturing and service locations across US and Canada as part of global ERP implementation of ABC Corp software for large manufacturing / services company.
- Supervised team of 9 consulting and client resources to design optimized business process flows for Dow 30 global manufacturing and services company.

DIXIE CONSULTING, Atlanta, GA

2012-2014

Business Analyst

Served as business analyst for firm's e-Commerce practice.

- Assessed, documented, and analyzed current procurement processes for \$7 billion dollar clothing retailer during large strategic sourcing engagement. Presented recommended process improvements to company executives and developed business case for action.
- Advised senior partners on development of future e-commerce and online trading strategy for global investment company. Completed significant research on competition, industry trends, and best practices. Assessed bank's current web presence and presented recommended courses of action.
- Awarded "Rising Star Award" for demonstrating high potential for success.
- Received "Peer Respect Award" for recognition of exceptional client service work.

CLEAR-PRO SUPPLY COMPANY, Atlanta, GA

2010-2012

Supervisor

Supervised various company departments and internal projects following successful completion of 6-month Management Training Program.

- Led design, build, and operation of new receiving department, which reduced number of resources required by 40%.
- Supervised implementation of new core technology and business processes throughout entire distribution center, which increased growth capacity by two years and improved speed of filling orders by 50%. Led development of project business case and processes re-design activities.

EDUCATION

COLUMBIA BUSINESS SCHOOL, New York, NY

2019-2021

MBA, Executive Program. May 2021.

Academic Honors: Dean's List

Leadership: Elected EMBA class Career Rep; Vice President, Technology & Data Analytics Association

Member: Management Consulting Association

GEORGIA TECH, Atlanta, GA

2006-2010

BBA, Operations Management & Finance, May 2010.

Awards: Full tuition scholarship

ADDITIONAL INFORMATION

Languages: Fluent in Italian; conversational French.

Affiliations: Advisory Board Member, XYZ Charity (2016-present)

Activities: Completed New York City Marathon two years in a row (2018 and 2019)



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Developing a Targeted Résumé

Step 1: Conduct a career self-assessment

Step 2: Assess the job ad

Step 3: Identify key transferrable skills

Step 4: Map your experiences to the job ad

Step 5: Write strong bullet points

Step 6: Write a summary statement



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Step 1: Conduct a Career Self-Assessment

- **Identify your skills, values, interests, and preferences**
 - ✓ self-assessment tools can help with this process
- **Identify career sectors of interest**
 - ✓ academia, industry, government, etc.
- **Focus your research on specific companies/organizations**
 - ✓ mission, clients, stakeholders, revenue streams, funding, competitors
- **Research the position types appropriate for you**
 - ✓ roles and responsibilities typical for positions of interest
 - ✓ skills, experiences, and personality traits sought after for these positions



Self-Assessment Tools

Excellent resources that can help you assess your career-related skills, interests, and values and manage your career-related decisions and goals:

- MyIDP (www.myidp.sciencecareers.org)
- ImaginePhD (www.imaginephd.com)



Step 2: Assess the Job Ad

- A targeted résumé should always answer the question:
Why should I hire you for this specific position?
- Effective résumés are written for a specific job opening
- A generic résumé can be crafted for a specific career sector and used as a template for creating a targeted résumé



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Job Ad Example

Technical knowledge and non-technical abilities

Industry/company knowledge and culture

Interpersonal skills and personality traits

Postdoctoral Fellow

Tarrytown, New York, United States of America • Research and Development • R19494

[Back to search results](#)

[Next job](#)

The **Immuno-Oncology** team is seeking to fill a post-doctoral position with a highly qualified, innovative, “outside of the box” thinking and collaborative candidate. The successful candidate will pursue research that seeks to dissect the **anti-tumor T cell responses**. The aim of the study is to generate new findings that will lead to **developing innovative and effective targeted therapeutic strategies**. The results of this research will be communicated by published **outcomes in high-impact journals**. Self-motivated and creative individuals with a track record in the field of **immunology/tumor immunology and/or oncology** with **relevant publications** and a curiosity about translational opportunities should apply.

In this role a typical day might include:

- Independently craft, plan, and perform/supervise complex **anti-tumor efficacy studies in mice** including dosing (IV, SC, IP) and tumor growth monitoring.
- Animal experimentation, Dissection of tumors / organs for immune cell isolation and subsequent analysis.**
- Design advanced flow cytometry (FACS) panels and perform/supervise FACS analysis on **immune cells isolated from tumors and tissues.**
- Analyze data using **biological and statistical software** such as Flowjo, Prism, Excel, etc.
- Collaborate** closely with **cross-functional teams across the company.**
- Compile results across experiments and programs and present to **multi-disciplinary teams**, including translational teams, and senior management.
- Document experimental procedures and results in a well-organized fashion;** generate experimental reports and write manuscripts for journal submission.
- Participate in post-doctoral program activities (e.g., weekly meetings and annual research conference)
- Continuously follow the current relevant literature, attend scientific meetings and maintain expertise in the field of Immunology and Immuno-Oncology.

This role may be for you if you:

- Have a **strong desire to contribute to exciting discoveries** that can lead to **novel therapeutics** in the field of **Immuno-Oncology**
- Have outstanding scientific skills including **critical and analytical thinking**
- Have strong **communication and presentation skills**
- Have strong **organizational and time management** skills including the ability to handle and **prioritize multiple tasks simultaneously**
- Demonstrate **creativity and independency**
- Like to actively participate and effectively **collaborate in exciting cross-functional projects** that involve multiple teams

To be considered for this role, you must have a **PhD in Immunology, Oncology, Cell Biology.** We need someone with hands on experience techniques such as **flow cytometry, cell culture, and mouse experimentation.** **Expertise in T cell biology** is highly desired. You will get the opportunity to **lead a research project** in a fast-paced and results-driven environment.



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Step 3: Identify Key Transferrable Skills

Research	Teamwork	Problem-Solving	Communication	Leadership
- o Forecasting or predicting - o Designing and experiment - o Imagining alternatives - o Identifying resources - o Extracting important information - o Defining needs - o Formulating conclusions - o Conceptualizing ideas - o Observing and discovering - o Analyzing information - o Presenting findings - o Learning new tools or techniques	- o Generating and initiating ideas - o Making decisions with others - o Respecting others - o Developing rapport - o Sharing credit/cooperation - o Interacting effectively - o Collaborating in diverse or multicultural environment - o Meeting team expectations - o Perceiving feelings, situations - o Listening to others	- o Anticipating potential problems - o Defining problems and possible causes - o Identifying and selecting solutions - o Creating innovative approaches - o Involving group members in problem solving - o Developing plans to implement solutions - o Teaching/training others - o Mediating - o Implementing sound decisions	- o Writing clearly and concisely - o Expressing ideas - o Using media to present ideas - o Reporting information - o Public speaking - o Making presentations - o Providing accurate descriptions	- o Managing and supervising groups - o Delegating responsibility - o Promoting and adapting to change - o Prioritizing tasks - o Identifying areas for improvement - o Facilitating meetings - o Coaching, mentoring, or counseling - o Evaluating progress - o Setting and accomplishing goals - o Eliciting input and providing feedback



Examples of Transferrable Skills

PhD Task	Context	Transferrable Skill
Consolidating and synthesizing large amounts of information into a coherent argument	Journal article, grant proposal	Data analysis and interpretation
Build relationships with others to collaborate, share Resources, and brainstorm ideas	Group project or presentation, research collaboration	Collaboration and leadership
Articulate ideas, presentations, and findings to a wide variety of audiences under time constraints	Poster presentation at conferences	Communication
Prioritize tasks while maintaining flexibility to address potential and unexpected problems	Design and implement experiments in the lab	Project management



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Step 4: Map Skills and Experiences to Job Ad



Exercise: Identify your transferrable skills and brainstorm examples of how you used each skill.

TRANSFERRABLE SKILL	RESEARCH	TEACHING	VOLUNTEER	PRIOR WORK EXPERIENCE OR GRAD SCHOOL
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

Step 5: Write Strong Bullet Points

Write results-oriented bullet points that describe and quantify what you did:

- Lead with an action verb
- Be concrete and descriptive
 - ✓ Include accomplishment statements detailing the level of responsibility, knowledge and acquired skills relevant to the position to which you are applying
- Describe impact/outcomes/results and quantify
 - ✓ Publications, presentations, grants, discoveries, patents, methodologies, collaborations



Craft Accomplishment Statements



Exercise: Start with an action verb to show you did something, provide the context for that action, and then demonstrate the end result of your action to show the value of your contributions.

<u>ACTION VERB</u> What did you do?	<u>CONTEXT</u> - What was the situation? - What was your role?	<u>END RESULT</u> What was the outcome of your effort?
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Examples of Strong Bullets

Writing and Planning

- **Developed** and **wrote** successful federal grant proposal on diabetes research project, which secured \$1 million in grant funding for research aims for 3 years

Project Management

- **Managed** a multifaceted biochemical research project, resulting in the development of 3 international collaborations and \$5 million in grant funding for 5 years

Collaboration, Leadership, and Supervision

- **Spearheaded** the completion of a cancer research project by leading a team of 6 researchers, resulting in publication of the project in *The New England Journal of Medicine*



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Strong Action Verbs

Communicating Acted Composed Elicited Justified Rendered Summarized Adapted Consented Explained Lectured Reported Suggested Supplemented Admitted Concluded Extracted Marketed Represented Supported Addressed Convinced Fabricated Mediated Revealed Surveyed Allowed Consulted Fashioned Moderated Sanctioned Synthesized Amended Corresponded Greeted Negotiated Settled Systematized Arbitrated Critiqued Highlighted Perceived Shaped Tested Argued Dedicated Illustrated Persuaded Smoothed Taught Ascertained Defined Improvised Presented Specified Translated Attested Cleared up Deliberated Indicated Publicized Spoke Transmitted Briefed Demonstrated Inferred Queried Sold Verified Clarified Drafted Informed Questioned Solicited Welcomed Dramatized Related Instructed Referred Submitted Wrote Closed Edited Interpreted Reinforced Substantiated Communicated Educated Interviewed	Getting Results Accomplished Constructed Ensured Hastened Minimized Reduced (losses) Achieved Contributed Excelled Heightened Modernized Rejuvenated Added Delivered Expanded Improved Obtained Renovated Advanced Demonstrated Expedited Increased Opened Restored Attained Diminished Extended Innovated Orchestrated Targeted Augmented Earned Finalized Integrated Overcame Uncovered Boosted Eclipsed Fulfilled Introduced Prevailed Built Eliminated Gained Invented Produced Combined Enlarged Generated Joined Qualified Completed Enjoyed Grew Launched Realized Consolidated Enlisted Guaranteed Lightened Received
Leading Accelerated Elected Guided Mentored Spearheaded Assumed Employed Hired Motivated Stimulated Caused Empowered Influenced Originated Strengthened Chaired Encouraged Initiated Pioneered Supervised Changed Enlisted Inspired Promoted Trained Conducted Envisioned Involved Raised Transformed Directed Fostered Led Recognized for Visualized Disproved Founded Managed Set goals	Organizing Acquired Cataloged Designated Logged Routed Activated Centralized Designed Mapped out Scheduled Adjusted Charted Dispatched Neatened Selected Allocated Classified Established Obtained Secured Altered Collected Facilitated Ordered Simplified Appointed Committed Housed Organized Sought Arranged Confirmed Implemented Procured Straightened Assembled Contracted Incorporated Programmed Suggested Assessed Coordinated Instituted Recruited Tracked Assigned Customized Issued Rectified Tracked Authorized Delegated Linked Retrieved
Quantitative Accounted for Checked Dispensed Grossed Projected Tabulated Appraised Compiled Dispersed Increased Purchased Totaled Approximated Compounded Earned Inventoried Quantified Audited Computed Enumerated Maximized Rated Balanced Conserved Estimated Multiplied Reconciled Budgeted Converted Figured Netted Recorded Calculated Counted Financed Profited Reduced	Supervising Adjusted Correlated Indexed Overhauled Screened Analyzed Developed Judged Oversaw Apportioned Reviewed Discovered Policed Scrutinized Assessed Traced Established Maintained Prohibited Supervised Certified Examined Measured Refined Supplied Compared Explored Modified Regulated Tightened Controlled Graded Set Monitored Revised Corrected Inspected Officiated Updated
Problem Solving Alleviated Conceptualized Detected Found Repaired Solved Analyzed Synthesized Diagnosed Investigated Deciphered Brainstormed Debugged Engineered Decided Recommended Created Revitalized Theorized Collaborated Foresaw Remedied Conceived Formulated Satisfied Remodeled Revamped	Executing Acted Displayed Input Processed Sold Administered Distributed Installed Produced Stocked Carried out Entered Labored Proofed Transacted Collected Exercised Merchandised Prospected Completed Forwarded Operated Proved Conducted Handled Performed Shipped
Planning Administered Developed Formulated Prepared Revised Anticipated Devised Identified Prioritized Strategize Commissioned Evaluated Observed Researched Studied Determined Forecasted Planned Reserved Tailored	Helping Aided Bolstered Eased Familiarized Prescribed Returned Accommodated Coached Elevated Helped Provided Saved Advised Continued Enabled Interceded Protected Served Alleviated Cooperated Endorsed Mobilized Rehabilitated Sustained Assisted Counseled Enhanced Modeled Relieved Tutored Assured Dealt Enriched Polished Rescued Validated



Step 4: Write a Summary Statement

- A strong summary statement includes a high-level description of your experience, skills, and personal traits that are most relevant to the job you are applying for
- Be sure to demonstrate your expertise by using clear, succinct, and descriptive language



Examples of Summary Statements

- **Detail-oriented**, **collaborative**, and **self-motivated** neuroscientist with 5+ years of experience in **leading** and **managing** experiments aimed at the identification of therapeutic strategies for neurodegenerative diseases
- **Creative** and **self-motivated** individual with easy-integration in a multicultural environment with unique combination of **detail-oriented** mindset, **driven** personality, **analytical** skills, and proven ability to meet tight deadlines by working in a fast-paced work environment **leading** to discovery of novel targets in Parkinson's disease research
- **Effective** and **confident** science communicator, both oral and written, making complex scientific concepts accessible to audiences of various backgrounds, thereby creating trust and respect among peers and collaborators



Final Tips

A targeted résumé is a marketing document that demonstrates you are the best candidate for the job:

- ✓ Highlight **most relevant** accomplishments and skills
- ✓ Write **results-oriented** bullet points, not descriptions of your job duties
- ✓ **Quantify** your accomplishments (amounts, frequency, etc.)
- ✓ Highlight **transferrable skills**
- ✓ Use **keywords** from the job ad
- ✓ Use a **clean resume design** that helps the reader glean important information quickly
- ✓ Limit your resume to **two pages or less**
- ✓ Submit as a **PDF**
- ✓ **Do not** include personal information like age, Social Security number, marital status, religion, citizenship, etc.



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Thank You.



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