



Resumes & Cover Letters for PhD Students

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Resumes and Cover Letters

For PhD Students

When should I use a resume, and when should I use a CV?

Think about who will be reading your resume. For academic jobs, you use a CV so that people in your field will appreciate the specifics of your research and your accomplishments within your field. If you're applying for a nonacademic job for which the people doing the hiring will have a background similar to your own—say, a research institute, or a research position in industry—then your academic CV is probably fine to use. However, if you're applying for positions for which a PhD isn't necessarily required, or if you can't count on your reader having enough of a background in your discipline to understand your research, then you'll likely want to use a resume.

What is the difference between a CV and a resume?

A resume is typically shorter, 1-2 pages at most, and will dedicate more space to your functional work experience while focusing less on academic awards, conference presentations, and publications. Depending on your intended reader, you will likely go into less detail on the specifics of your research and teaching topics, but rather highlight the transferable and relevant skills you developed through this work.

I'm planning on applying to several different types of jobs. Will I be expected to write different resumes for each one?

Again, it is important to think about your reader. Let's say you are receiving a PhD in applied physics, and you are applying for jobs in industry, as well as for quantitative positions in investment banks, and generalist positions in big consulting firms. You might use a version of your academic CV for industry, though perhaps going into more detail on internships you may have held, as well as any practical applications of your research. The investment banks will be more interested in quantitative analysis skills, so you'd want to be clear how you developed those skills in the course of your research. Consulting firms will be concerned with how you've developed leadership and problem solving skills; in that case, you might include less detail about your research experience, but include more information about involvement with student groups, volunteer work, or internships that may have allowed you to develop these skills.

A friend of mine, who is in business school, told me I need to have a one page resume. Is that true?

It depends. If you are a doctoral candidate applying for jobs that require a PhD degree, or if you are being recruited because of your PhD, then having a two page resume is fine. However, if you will be applying for positions that do not require a PhD, then having a two page resume may send a signal that you're "overqualified" or otherwise not fitting the mold of a typical candidate for entry to mid-level jobs in business. For BA/BS and MBA candidates, a one page resume is the norm. It is important to follow the directions of the employers. If they ask for a one page resume, be sure to submit what they ask for. When in doubt, ask one of the GSAS advisers at OCS.

Are there formatting guidelines I should keep in mind?

Stick to a common font like Times New Roman or Ariel, and avoid text boxes, underlining, or shading. Font size should be between 10 and 12 point, and kept consistent throughout the document. Margins should be equal all the way around the page, and should be at least three quarters of an inch in size.

Can someone at OCS review my resume?

Yes. Each semester the GSAS advisers hold weekly drop-in hours for GSAS students interested in having their CVs or resumes critiqued. Students may also have their resumes reviewed as part of an advising appointment with a GSAS staff member (to schedule an appointment, visit the OCS website and follow the directions on Crimson Careers).

Consider describing your experiences with these “action verbs”:

Achievement

accelerated
 accomplished
 achieved
 activated
 attained
 competed
 earned
 effected
 elicited
 executed
 exercised
 expanded
 expedited
 generated
 improved
 increased
 insured
 marketed
 mastered
 obtained
 produced
 reduced
 reorganized
 reproduced
 restructured
 simplified
 sold
 solicited
 streamlined
 succeeded
 upgraded

Help/Teach

advised
 clarified
 coached
 collaborated
 consulted
 counseled
 educated
 explained
 facilitated
 guided
 helped
 instructed
 modeled
 participated
 taught
 trained
 tutored

Administrative

arranged
 channeled
 charted
 collated
 collected
 coordinated
 dispensed
 distributed
 established
 executed
 exercised
 implemented
 installed
 maintained
 offered
 ordered
 outlined
 performed
 prepared
 processed
 provided
 purchased
 recorded
 rendered
 served
 serviced
 sourced
 supported

Lead/Manage

acquired
 administered
 approved
 assigned
 chaired
 contracted
 controlled
 decided
 delegated
 directed
 enlisted
 governed
 handled
 initiated
 instilled
 instituted
 managed
 motivated
 presided
 recruited
 retained
 reviewed
 selected
 shaped
 supervised

Communication

addressed
 arbitrated
 articulated
 briefed
 communicated
 conducted
 contacted
 conveyed
 corresponded
 delivered
 demonstrated
 edited
 entertained
 interviewed
 informed
 lectured
 mediated
 negotiated
 persuaded
 presented
 promoted
 proposed
 publicized
 reported
 represented
 responded
 suggested
 translated
 wrote

Plan/Organize

allocated
 anticipated
 arranged
 catalogued
 categorized
 classified
 collected
 consolidated
 convened
 edited
 eliminated
 employed
 gathered
 grouped
 monitored
 organized
 planned
 regulated
 scheduled
 structured
 summarized
 targeted

Creative

authored
 changed
 conceived
 constructed
 created
 developed
 devised
 drafted
 established
 formulated
 founded
 illustrated
 influenced
 introduced
 invented
 launched
 originated
 revamped
 revised
 staged
 updated
 visualized

Research/Analytical

assessed
 compared
 critiqued
 defined
 derived
 detected
 determined
 discovered
 evaluated
 examined
 explored
 found
 inspected
 interpreted
 investigated
 located
 measured
 observed
 predicted
 rated
 recommended
 researched
 reviewed
 searched
 studied
 surveyed
 verified

Financial

allocated
 analyzed
 appraised
 audited
 balanced
 budgeted
 calculated
 compiled
 computed
 controlled
 disbursed
 estimated
 figured
 financed
 forecasted
 projected
 reconciled
 tabulated

Technical

adapted
 adjusted
 applied
 built
 computed
 constructed
 designed
 diagnosed
 engineered
 experimented
 maintained
 modified
 operated
 prescribed
 programmed
 proved
 reinforced
 repaired
 resolved
 restored
 solved
 specified
 systematized
 tested

RESUME #1:

Abi is interested in a generalist position with a large management consulting firm that recruits PhDs from Harvard. This firm has indicated that they are open to receiving two page resumes, and are looking for indication of strong academic achievement. Such companies look for the following information, either on their online applications or on the resume:

- GRE scores and undergraduate GPA
- Prestigious awards and fellowships (NIH, etc.), as well as patents held
- Publications in peer reviewed journals, particularly if you are the first author
- Evidence of ability to work as a member of a team, either through your work or participation in extracurricular activities
- Examples of leadership experience
- Demonstration of analytical/quantitative ability

ABI DEMIR

54 Dunster Street, Cambridge, MA 02138
xxxx@gmail.com ▪ (555) 555-5555

EDUCATION

Harvard University

- PhD in Cellular Biology, GRE: 790Q, 550V, 5.0W
- 1 Patent- #5555

Cambridge, MA
Expected May 2016

University of Massachusetts - Amherst

- BA in Economics and with highest honors in Chemistry; Biochemistry & Molecular Biology minor
- GPA: 3.93/4.33; SAT I: 760Q, 590V, 670W; ACT: 31
- **Awards & Honors:** Phi Beta Kappa (top 5% of junior class), *magna cum laude* (top 15% of graduating class), John Sabin Adriance Award (highest GPA of graduating class in Chemistry department)

Amherst, MA
June 2010

RESEARCH EXPERIENCE

Harvard University

PhD Researcher

- Investigating and analyzing breast cancer cells. Using various data capturing mechanisms to analyze data sets

Cambridge, MA
Aug 2011-present

University of Massachusetts

Senior Honors Chemistry Researcher

- Studied how plant pathogens impact an infection process

Amherst, MA
Sept 2009-June 2010

Memorial Student Travel Abroad Fellowship

- Won competitive fellowship for independent project to extend previous study of behavioral responses to inflation
- Traveled to Germany, the Netherlands, the UK and France; distributed and analyzed surveys adapted from previous study
- Compiled results and concluded that negative perception of inflation was common and independent of current or past inflation rates of given countries

June 2009-July 2009

Economics Researcher - Winter Study Independent Project

- Successfully designed project to investigate behavioral responses of Turkish citizens to decreasing inflation
- Prepared and distributed surveys in Istanbul, Turkey, analyzed data using econometric tools
- Observed that study participants lacked understanding of specifics of inflation and government reports on inflation statistics

Jan 2009

Howard Hughes Medical Institute – Exceptional Research Opportunities Program

Research Intern at University of California San Francisco

- Nominated by faculty for sole position. Studied role of previously unrecognized component of protein
- Resulted in conference presentation to audience of 60

San Francisco, CA
June 2008-Aug 2008

LEADERSHIP EXPERIENCE

Harvard Medical School

Boston, MA

Healthcare Innovation and Commercialization (HIC) Workshop

Sept 2014-Nov 2014

- Participated in 10-week workshop about medicine and life science entrepreneurship, instructed by industry leaders
- Presented, as part of 6 member team, “VC pitch” to commercialize new real-life anesthetic innovation for child-birth to panel of 5 expert judges; selected as best pitch among 4 presentations

Harvard Graduate Consulting Club

Cambridge, MA

NanoCase workshop

April 2014

- Provided, as team of 4, an actionable recommendation to mock pharmaceutical start-up company on whether to sell drug patent or proceed with clinical trials and production

Harvard Medical School, Biological and Biomedical Sciences Ph.D. Program

Boston, MA

Admissions Committee Member

Jan 2013 & Jan 2014

- Invited by faculty to be committee member for 2 consecutive years
- Ranked 60 applications and participated in committee meetings to finalize admissions list each year

TEACHING EXPERIENCE

Hinton Scholars Program

Boston, MA

Advanced Placement (AP) Biology Tutor

Sept 2012-present

- Facilitate hour-long interactive tutorials with group of 10 Boston public high school students
- Lead 5 inquiry-based lab sections of 25 students by introducing concepts and experiments
- Students reported increased academic confidence and interest in other challenging science courses upon completion of program

Harvard Extension School

Cambridge, MA

Introduction to Biochemistry Teaching Fellow

Sept 2014-Dec 2014

- Instructed weekly review sessions for 10-20 students, helped design and grade 3 problem sets and 3 exams
- Received 4.75/5 for effective presentation and availability in student evaluations

Dana Farber Cancer Center

Boston, MA

CURE Journal Club Facilitator

July 2014-Aug 2014

- Facilitated weekly journal clubs for 7 high school and college students from underrepresented populations, covering recent primary literature articles from the cancer field

University of Massachusetts-Amherst

Amherst, MA

Chemistry Department Teaching Assistant

Sept 2007-May 2010

- TA for 3 chemistry courses

Biology Peer Tutor

Sept 2008-May 2010

- Tutored weekly a college student each semester in Biology courses
- Initiated and facilitated peer-led weekly discussions of primary research articles

SKILLS AND INTERESTS

- Computer: Proficient in Microsoft Office and EndNote; familiar with STATA, SPSS, MatLab and R
- Language: Fluent in Turkish
- Interests: Traveled through Europe; Member, Dudley House Dragon Boat Club

PUBLICATIONS/ POSTERS

Xxxx X, Xxxxxx X, Xxxxx X, **Demir A**, Xxxxx, X. *Decoupling cell wall stress response*. Genetics & Molecular Biology Meeting. Newark, NJ. 7/31-8/5/14

Xxxxx X, Xxxxx XX, **Demir A**, Xxxx X, Xxxx, X. *Down-regulation of CMTM8 and Signal-regulated Kinase (ERK) Signaling*. J Chem. 2011 Mar 6; 222(22):2222-2.

RESUME #2:

Sachi is applying for data analytics or data scientist positions at various organizations. She includes information on her analytical skills and programming languages she is familiar with.

Sachi Nabulsi

xxxx@.harvard.edu
617-555-5555

54 Dunster Street
Cambridge, MA 02138

Education

Harvard University

Ph.D. Physics

National Science Foundation Graduate Research Fellowship, National Xxxx Grant recipient

Cambridge, MA
expected 2016

University of Oxford

M.Phil. Physics

Relevant Coursework: Data Analytics, Economics

Oxford, UK
July 2010

Stanford University

B.S. Physics; graduation with Honors; GPA 4.0/4.0

Axline and Lingle Scholarships

Stanford, CA
June 2009

Research Experience

Harvard University

PhD Researcher

- Use microscopy to study structure and dynamics of various systems
- Investigate fluctuations in specific crystals, and analyze data in Matlab
- Discovered novel structure of gels formed by oppositely charged particles
- Gave presentation at national conference to 50 attendees

Cambridge, MA
Feb. 2012 – present

University of Oxford

Master's Researcher

- Prepared paramagnetic salts and characterized hydrostaticity for ultra-high-pressure physics
- Conducted extensive data analysis via MatLab
- Interpreted technical material for non-technical audience at local physics conference

Oxford, UK
Sep. 2009 – Aug. 2010

Stanford University

Summer Undergraduate Researcher

- Studied relationship between knot theory and quantum field theory
- Computed values of various figure-eight knots. Presented results to 10 research team members

Stanford, CA
June – Aug. 2008

European Organisation for Nuclear Research (CERN)

Summer Undergraduate Researcher

- Tested detectors for specific nuclear barrels
- Compiled and analyzed 20+ data sets and presented results to CERN researchers

Geneva, Switzerland
June – Sep. 2007

Stanford University

Summer Undergraduate Researcher

- Polarized gas nuclei and took measurements using magnetic techniques

Stanford, CA
June – Aug. 2006

Leadership Experience

Harvard University

Teaching Fellow

Cambridge, MA
Sep. 2010 – present

- Assisted in teaching 10 Harvard undergraduate courses ranging in size from 9-280 students. Topics included: current research in physics, introductory electromagnetism, science and cooking, and reality physics
- Prepared course material including laboratory experiments, lectures, exams, homework, and practice problems
- Led weekly laboratory and/or problem-solving and discussion sections for groups of 13-30 students
- Supervised students in final projects, graded exams and weekly homework
- Wrote primer on setting up integrals in physics problems

US Physics Olympiad Team Training Camp

Junior Coach

College Park, MD
June 2008

- Assisted in training and selecting 20 US team members to compete at the 2008 International Physics Olympiad
- Presented solutions to exam problems. Assisted with laboratory experiments. Graded exams

Skills

Computer: Matlab, Java, C++, Python

Lab: Confocal microscopy, Rheology

Selected Awards and Recognitions

White Prize for Excellence in Teaching, Harvard University	2015
American Association of Physics Teachers (AAPT) Outstanding TA Award	2014
Peirce Fellowship, Oxford University	2011
Churchill Scholarship, Oxford University	2010
Richard P. Feynman Prize in Theoretical Physics	2008
Bonsall Technical Writing Prize	2007
Barry M. Goldwater Congressional Scholarship	2006
International Physics Olympiad: Silver Medal and Best Female Participant	2004

Selected Publications (1 of 3)

S. Nabulsi, X. Xxxxxx, X.X. Xxxx and X. Xxxx. “Oppositely Charged Particles” *Soft Matter*, 2(22), 2222-2222 (2012).

Selected Contributed Talks (2 of 8)

S. Nabulsi and X. Xxxx. “Colloidal Wigner Crystals” APS February Meeting, San Francisco, CA Mar. 18, 2015

S. Nabulsi, X. Xxxxxx, X.X. Xxxx and X. Xxxx. “The Role of Charge Interactions” APS December Meeting, Atlanta, GA, June 15, 2013.

RESUME #3:

Jerry is seeking a position in higher education administration. He highlights his most relevant transferable skills by including teaching, program management and student outreach skills. He includes a section on Higher Education Experience in order to make his resume relevant to the reader.

Jerry Li

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Cambridge, MA 02140

(555) 555-5555
xxxx@fas.harvard.edu

EDUCATION

Harvard University Cambridge, MA
Ph.D. in Social Anthropology Expected May 2016
Secondary Field in Science, Technology and Society. Awarded Presidential Scholar Award in 2013.

University of California- Berkeley Berkeley, CA
B.A. in Anthropology with Highest Honors May 2011
Minors in Japanese and American Studies. Phi Beta Kappa. Awarded 2011 National Undergraduate Paper Prize.

University of Tokyo Tokyo, Japan
Coursework in Japanese, Gender Studies, and Cultural Studies. Sept 2009 - July 2010

HIGHER EDUCATION EXPERIENCE

Harvard University, Office of Admissions Cambridge, MA
Graduate Admissions Associate Sept 2015 - Present

- Supported recruitment and outreach efforts, including Diversity Recruitment Program, 1 open house, 2 information sessions, and 2 interview days (for doctoral applicant finalists).
- Researched and contacted 27 new marketing opportunities to advertise graduate programs.
- Prepared comparative marketing report on higher education recruitment and outreach strategies for Assistant Director and Director of Admissions.
- Analyzed trends in applicant survey data to improve future recruitment and outreach efforts.
- Pre-screened 400+ graduate program applications.
- Evaluated 8 applications in mock admissions review session held by Assistant Directors.
- Provided assistance to 100+ prospective graduate students on application process.
- Aided Assistant Directors with research projects and administrative tasks.

Harvard University Cambridge, MA
Teaching Fellow Sept 2015 - Present

- Taught and facilitated 4 tutorial sections for undergraduates in medical anthropology, environmental policy, and gender studies.
- Advised 60 students on course material, research design, and extracurricular opportunities.
- Received excellent student evaluation scores that surpassed course benchmarks for teaching quality (4.67/5, with course benchmark of 4.07; and 4.47/5, with course benchmark of 4.17).
- Assisted faculty with administrative tasks and curriculum development.

Harvard University, Political Ecology Working Group Cambridge, MA
Program Coordinator Sept 2014 - Present

- Planned and implemented workshop program (~14 workshop sessions per academic year).
- Facilitated introduction of speakers and discussion during workshop sessions.
- Trained incoming coordinator to assist with program, budget, and recruitment.
- Managed annual budget of \$3,000.
- Developed and launched recruitment campaign (increased membership by 500% and increased membership diversity by 4 academic disciplines and 2 university affiliations).
- Organized, executed, and fundraised \$1,600 for graduate student conference (~90 attendees).

Harvard University, Department of East Asian Languages and Civilizations

Senior Tutor

Cambridge, MA
Aug 2014 - Present

- Advised 2 undergraduates on senior theses concerning East Asia, and edited thesis drafts.
- Evaluated and assigned grades for theses while serving as member of faculty committee.

ADDITIONAL EXPERIENCE

Cultural Anthropology (Journal)

Contributing Editor

Dec 2014 - Present

- Developed content for and strategized branding of journal through social media activities (Twitter, Facebook) as part of Social Media Team.
- Analyzed data (Google Analytics) to improve site content and increase site traffic.
- Edited 4 articles submitted to journal.

University of California Berkeley

Research and Outreach Program Assistant

Berkeley, CA
July 2008 - July 2009, Jan 2011 - Aug 2011

- Supported faculty with molecular ecology experiments and administrative tasks.
- Facilitated public education and outreach efforts, such as Biotechnology Outreach Program (21 events on 4 islands) and Gene-ius Day Program for elementary students (4 events).

Golden Key International Honor Society

Director of Members and Honorary Members

Berkeley, CA
Aug 2009 - May 2011

- Planned and managed 18 volunteer opportunities, 2 blood drives, and 4 award ceremonies.
- Supervised ~10 undergraduate volunteers at each event.
- Trained 2 incoming directors to use student and alumni database.
- Analyzed attendee data to improve structure and content of future award ceremonies.
- Coordinated high-profile alumni and honorary member participation at events (e.g. famous local comedian and local singer) for entertainment at 2 award ceremonies.

Student Health Advisory Council

Chair (2010-2011) and Vice Chair (2009-2010)

Berkeley, CA
Aug 2009 - May 2011

- Advocated for student interests on key university health policies and services, in particular on-campus HIV/AIDS testing and affordable health insurance.
- Chaired and facilitated Council meetings to discuss agenda and university health policy.
- Trained incoming Chair to plan, execute, evaluate, and lead Council events and meetings.
- Collected and summarized student survey data to identify and prioritize healthcare needs.
- Planned Council activities and managed 4+ members during events (e.g. blood drive).

SKILLS

Computer: Macintosh and Windows operating systems, Microsoft Office, Adobe Photoshop, Blackboard, and Technolutions Slate (student database system).

Language: Fluency in Japanese. Traveled extensively in Asia.

PUBLICATIONS AND CONFERENCE PRESENTATIONS

Publications: 4 refereed journal articles and 2 book chapters.

Conference Presentations: 8 refereed conference papers at national conferences.

Invited Lectures: 2 invited lectures at universities in Japan and Australia.

RESUME #4:

Keisha is seeking a research position at a biotech company. You will notice she refers to her technical and research skills that will be of interest to the employer. She includes her industry research experience as well as leadership skills which are important for biotech and pharmaceutical organizations, and she uses some technical language but not enough to alienate a non-technical audience.

Keisha V. Thomas

keisha.thomas@email.com

29B Russell Avenue, Apt. 19 • Brighton, MA 02121 • (617) 123-4567

EDUCATION

Harvard University, Division of Medical Sciences

Boston, MA

- Ph.D. in Biochemistry and Molecular Pharmacology
- National Science Foundation Honorable Mention 2011

Expected March 2016

Swarthmore College

Swarthmore, PA

- B.A. in Biology

2007

RESEARCH EXPERIENCE

Harvard University Medical School

Boston, MA

Graduate Student with Dr. Elias T. Johannson

2011-present

Genetic and genomic studies of ubiquitin-proteasome system activities in *S. cerevisiae*

- Examined potential transcriptional effects of the proteasome using microarray analysis to provide a genome-wide picture of chromatin binding and gene regulation.
- Executed genetic screen for suppressor of a mutant in a proteasome adaptor complex
- Characterized one of the isolated suppressors to reveal a function in sporulation, using biochemistry, cell biology and transcriptional profiling.

Bristol-Myers Squibb

Wallingford, CT

Research Assistant with Dr. Bing Wong

2008-2010

- Examined transcriptional regulation of the bile acid transporter Ntcp using reporter assays in cultured hepatocytes.
- Managed laboratory functions including organization, ordering and scheduling equipment use.
- Trained new students and employees.

University of California San Francisco

San Francisco, CA

Research Assistant with Dr. Shona V. Ramapura

Summer 2007

- Analyzed encapsidation of HIV RNA using cell-free extract.

Université de Paris, Station Zoologique

Villefranche sur mer, France

Intern with Dr. Magali Canivet

2006

- Used micromanipulation and microscopy to investigate early developmental stages of tunicate embryos.

Yale University Medical School

New Haven, CT

Howard Hughes Intern with Dr. Jane P. Angelique

Summer 2003

- Established method of PCR screening for NOD mice used in diabetes research.

SKILLS and TECHNIQUES

- Isolation of RNA and analysis by transcriptional profiling and Northern blot
- Chromatin immunoprecipitation and analysis on microarrays and by quantitative PCR
- Fluorescence microscopy
- Statistical analysis of microarray data
- Immunoprecipitation of complexes for identification by Mass Spectrometry
- Genetic screening and manipulations in budding yeast
- Mammalian cell culture

COMMUNICATION EXPERIENCE

Harvard University Medical School

Boston, MA

Editor, Biological and Biomedical Sciences Program Bulletin

2013-Present

- Participated in planning content; solicited, wrote and edited articles relevant to student life.

Mentor, Mentoring for Science program

2011, 2014

- Guided eighth-grade students in understanding of scientific method through molecular biology experiments and case-based learning.

Swarthmore College

Swarthmore, PA

Teaching Assistant, Embryology

2007

- Assisted in preparation and execution of laboratory section.
- Prepared and presented 2 class lectures.

ABSTRACTS

K.V. Thomas, J.M. O'Reilly, S. Kopp, and E.T. Johannson. The Proteasome and its Transcription Factor Substrate Have Overlapping Specificity in Gene Regulation. Abstracts of the Gordon Symposium on Ubiquitin and Signaling, 2013. Abstract 106.

K.V. Thomas, S. Gerling, and E.T. Johannson. The Npl4/Ufd1/Cdc48 Complex and Regulation of Membrane Composition. Abstracts of the American Society for Biochemistry and Molecular Biology, 2010. Abstract and Presentation 1615.

PUBLICATIONS

K.V. Thomas, A.L. Marcus, S. Gerling, L. Sing, and E.T. Johannson. The Yeast Arr4 Forms a Complex with Functions in Sporulation. In preparation.

K.V. Thomas, C.R. White, J.M. O'Reilly, S. Kopp, and E.T. Johannson. Genomic Localization of the Proteasome Demonstrates Multiple Levels of Gene Regulation. Under review.

A.L. Marcus, **K.V. Thomas**, S.P. Georgios, and E.T. Johannson. A subset of membrane-associated proteins is ubiquitinated in response to mutations in the endoplasmic reticulum degradation machinery. Proceedings of the National Academy of Sciences USA 2013; 98(16):12861-66.

L.A. Pittson, **K.V. Thomas**, D.S. Kerry, M.H. Slater, D.J. Elliot, and B. Wong. Interleukin-1 β Suppresses Retinoid Transactivation of Two Hepatic Transporter Genes Involved in Bile Formation. Journal of Chemical Biology 2010; 275(12): 8835-8843.

RESUME #5:

Liam is seeking a position in a nonprofit arts organization in either fundraising or marketing. He highlights his most relevant transferable skills by including separate sections for his entrepreneurial and volunteer experiences.

LIAM MIGUEL GUTIERREZ

123 Pleasant Street • Dorchester, MA 02121 • (617) 491-0000 • limg@fas.harvard.edu

EDUCATION

Harvard University, Cambridge, MA

PhD, Music Composition, Dissertation: String Quartet No. 1, May 2016

New England Conservatory of Music, Boston, MA

MM, with honors, 2009

BM, 2007

MANAGEMENT EXPERIENCE

NuClassix, Inc., Boston, MA

Co-founder and President, 2007-present

- Co-founded nonprofit, tax-exempt corporation that launches careers of gifted composers.
- Managed transformation of company from *ad hoc* group of composers to growing public service corporation, through creation and implementation of multi-board organizational structure.
- Organized 10 community-based fundraising concerts with over 150 attendees per event.
- Directed successful fundraising efforts generating over \$100,000.

Liam Gutierrez Quartet, Boston, MA

Founder and Manager, 2007-2009

- Founded small music performance business specializing in corporate trade events.
- Conceived and conducted all marketing, contracting, and client relations for 4-piece jazz band.
- Produced various on-line and print marketing materials and ensured placement in top music outlets.
- Developed successful marketing strategy based on product differentiation (high level jazz and swing performance) and specific market focus.

TEACHING EXPERIENCE

Harvard University, Cambridge, MA

Lecturer, Department of Music, 2015-present

Teaching Fellow, Department of Music, 2009-2015

- Taught 10 classes to both undergraduate and graduate students ranging in size from 5-30.
- Helped organize yearly student performances including invitations, rehearsals and introductory remarks.
- Awarded Oscar Schafer Scholarship in recognition of "an extensive and outstanding contribution to the teaching of music."

VOLUNTEER EXPERIENCE

Ronan Park Neighbors Association, Dorchester, MA

Volunteer, 2010-present

- Collaborated with and advised start-up management team for early-stage community group dedicated to improving area living conditions.
- Provided strategic oversight. Co-developed marketing plans and helped build relationships with various community leaders.
- Wrote grant proposal resulting in \$5000 award.

MUSIC PERFORMANCE AND PRODUCTION

- Winner of 10 national pianist awards.
- Performed at 30 venues throughout New England and New York including the New England Jazz Institution

RESUME #6:

With this resume, extensive networking, and his leadership position in the GSAS Harvard Biotechnology Club, Anjan successfully secured a position with a Boston venture capital firm. In the education section, he focuses on relevant coursework and his leadership position. Take note that he emphasized the novelty and significance of his PhD research in the experience section, and he does not include publications (though he could have done so as an addendum, if these were relevant or requested. His interest in poker is especially relevant to VC!

Anjan Lo Subramayan

0000 Any Street, Apartment 00 · Boston, MA 02020 · (617) 000-0000 · subramayan@hms.harvard.edu

Education

HARVARD UNIVERSITY

Ph.D., Biological and Biomedical Sciences

Cambridge, MA
expected May 2016

Harvard Business School coursework (Spring 2016): Entrepreneurship and Venture Capital in Healthcare, Commercializing Science and Technology.

- Harvard Biotechnology Club, Director – organize events exploring the business of biotechnology.
- *National Science Foundation Fellow* – 900 recipients/5,500 applicants (\$85,000 for three years).

UNIVERSITY OF CALIFORNIA, BERKELEY

A.B. with Honors, Molecular and Cell Biology

Berkeley, CA
May 2009

- *Haas Scholars Program* – Awarded to 20 students campus-wide for thesis support (\$12,500).
- *Undergraduate Research Apprentice Program* – 40 students campus-wide (\$2,000 for summer).

Experience

THE BOSTON CONSULTING GROUP

Participant – Bridge to BCG

Boston, MA
July 2015

One of 14 Ph.D. candidates in Boston area selected to participate in this 3-day program.

- Gained hands-on exposure to management consulting by conducting a simulated case on healthcare.
- Worked in a 5-member team to analyze data, conduct consumer research, and present findings.

HARVARD University

Ph.D. Candidate

Boston, MA
2009-2016

Doctoral Research: Initiated, designed, and led execution of drug screen with the goal to identify drug candidates for cervical cancer. Screened 60,000 compounds and identified ~50 initial candidates.

- Initiated and led collaborations involving 4 Harvard professors, 4 members of a Harvard drug screen institute, and 2 laboratory colleagues.
- Presented research extensively, at conferences attended by 200+ scientists (3 times); to Harvard department of 125 scientists (3 times).
- Developed complex protocol involving “robots” and Excel to screen 22,000 compounds daily.
- Initiated and led 3-person collaboration at M.I.T. to conduct a different drug screen, using “compounds on a slide” approach (detect protein binding to 40,000 compounds on a slide).
- Prepared, presented, and defended novel research proposals on 4 different topics (immunology, drug discovery, HIV, and rotavirus) to 2-4 experts in each respective field.

UNIVERSITY OF CALIFORNIA, BERKELEY

Undergraduate Researcher – School of Public Health

Berkeley, CA
2007-2009

- *Senior Honors Thesis* – determined rate of action of potential therapeutic RNA-based enzyme.
- Led and trained 3-person team of undergraduates in 4-month project to bioengineer DNA.

SACRAMENTO TREE FOUNDATION

Summer Intern – Save the Elms Program

Sacramento, CA
Summer 2006

- Recruited and trained 15 city volunteers to monitor beetle infestations of elm trees in community.
- Assisted field research to develop novel insecticide-free program to control beetle infestations.

Skills/Interests

Language: Conversational Mandarin.

Interests: Intramural Basketball, Traveling, and Poker.

RESUME #7:

Maria successfully landed a position as an Evaluation Consultant for a consulting firm that serves foundations and non-profit organizations. She emphasized her leadership role in restructuring a non-profit choral group while in grad school, and her brief consulting experience. Had she been applying for positions in arts administration or in market research, she could have used the category headings "Arts Administration Experience" and "Market Research Experience" instead of the "Non-Profit" and "Consulting" categories.

Maria T. Arroyo

000 Main Street
Cambridge, MA 02139

(617) 123-4567
mtarroyo@post.harvard.edu

EDUCATION

Harvard University, Cambridge, MA

Ph.D. in Psychology, 2016; M.A. in Social Psychology, 2013

Relevant coursework: Behavioral Approaches to Decision-making & Negotiation and Entrepreneurial Finance

Dartmouth College, Hanover, NH

B.A., *magna cum laude*, high honors in Cognitive Science, 2009, Music minor, Phi Beta Kappa

NON-PROFIT EXPERIENCE

Boston Choral Ensemble, Boston, MA

President, 2014-2016, Treasurer, 2013-2015

- Stabilized the organization by substantially reducing costs by 30% through negotiations and bartering, securing 501(c)(3) status, and establishing long-term development, marketing, and membership plans.
- Nurtured donor relationships and member involvement to increase community involvement.
- Restructured board from ad hoc to focused committees through intensive discussions with members.
- Managed monthly meetings and day-to-day functioning of 9 member all-volunteer board.

CONSULTING EXPERIENCE

Sensory Spectrum, Chatham, NJ

Statistical Analyst for Sensory Consulting Company, Summer 2014

- Contributed to rigorous measurements of sensory qualities of consumer products.
- Analyzed descriptive and consumer data with univariate and multivariate techniques to explain consumers' evaluations of clients' products from a sensory perspective.
- Interpreted consumer data in presentations and advertising claims for Fortune 500 clients.

TEACHING & RESEARCH EXPERIENCE

Harvard University, Cambridge, MA

Teaching Assistant, 2013-2016

- Taught statistics for ~70 psychology graduate students (awarded teaching certificate of distinction)
- Led debates in practice of good psychological science
- Taught social psychology for managers and policy analysts to ~30 students (Kennedy School of Government)

Graduate Research in Social and Cognitive Psychology, 2011-present

- Designed and programmed original experiments on the border of social and cognitive psychology.
- Analyzed wide range of data: from psychophysical data to studies with over 32,000 respondents.
- Interpreted and summarized results for talks, poster presentations, and publication.

Princeton University, Princeton, NJ

Research Assistant in Social and Cognitive Psychology, 2009-2011

- Programmed, ran and analyzed visual attention and decision making experiments.
- Edited book chapters, articles, and editorials for Nobel-prize winner John Smith.
- Self-taught hardware and software problem solver for both Macintosh and Windows users.

SKILLS

Software: Proficient in SPSS, MS Office, MatLab, internet research. Experience with C++, ClarisDraw, Dreamweaver, EndNote, HTML, Java, Perl, Photoshop, PsyScope, SAS, and Systat.

Languages: Strong comprehension of French and Italian.

Cover Letter Template:

Note that in an email message, you would omit both your and the addressee's contact information, as well as the date. Simply start with the salutation.

Your Name
Street Address
City, State Zip Code

Month Day, Year

Contact Name
Title (if known)
Organization Name
Street Address
City, State Zip Code

Dear Mr./Ms./Dr. Last Name:

Opening paragraph: Clearly state why you are writing. If applying for a job, indicate the position title and where you saw it advertised. If you were referred to the position from someone within the organization, or by someone the addressee knows, mention that as well. You may want to add one sentence on why you feel you are a good fit for the position.

Middle paragraph(s): You should have one or two paragraphs that elaborate on how you have developed the relevant skills required for the job, and any relevant experiences or education you have acquired. Providing an example can help you emphasize your point. Of equal importance is your argument for how your interest in both the *job* and the *organization* developed. You will want to ensure that you include your interest why it would be a logical decision on their part to hire you.

Closing paragraph: Express interest in speaking with the addressee further in a personal interview, and indicate that you will follow up within an appropriate time frame. Thank them for their time and consideration of your application.

Sincerely,

Name (typed)

Sample Cover Letter #1:

Abi is applying online to a global consulting firm that recruits Harvard students, but expects cover letters and resumes to be uploaded to its website. As such, he uses a formal business letter format.

Abi Demir

54 Dunster Street Cambridge MA 02138 · (555) 555-5555 · xxxx@gmail.com

April 14, 2015

The Boston ADC Recruiting Team
Boston Consulting Group
53 State Street
Boston, MA 02109

Dear Recruiting Manager,

I am writing to apply for the 2015 Bridge to BCG workshop. I recently had the opportunity to learn about this program when I attended the presentation by Dr. Panier at the reception for Advanced Degree Candidates at BCG's Boston office. I expect to complete my Ph.D. in Cellular Biology at Harvard University in May 2016 and look forward to the chance to get an insider's view of consulting at BCG this summer.

My intellectual curiosity and passion for asking questions is what led me to pursue my Ph.D. in Cellular Biology; however, my interest in a business career is also long standing. At UMass, Amherst, I combined my interests by pursuing a chemistry and economics double major and enjoyed gaining the quantitative and analytical skills. A Global Strategies course gave me a taste of the real-life challenges faced by companies, such as decisions Novo Industri of Denmark had to make in response to the technology developments for insulin purification in the 1980s. On the other hand, a Bioinformatics course introduced me to the challenges biologists encounter in producing and analyzing large scale biological data. Throughout my Ph.D. education, in addition to improving my research and analytical skills, I kept up my interest in the business of science. I participated in a workshop on Healthcare Innovation and Commercialization to explore how science is applied in the business world. I collaborated with five of the workshop participants to prepare a venture capital pitch to commercialize a real-life innovation in anesthesia for child-birth. Our "VC pitch" was selected, by a panel of five expert judges, as the best among four presentations.

My passion for teaching has provided me with a unique skill set which I believe will be critical for a successful career in consulting. My communication skills strengthened as I challenged myself to understand and respond to students' questions while they tackled complex biological concepts. To convey material clearly to students with diverse learning styles, I developed different approaches to explain a single concept. I also embraced and supported a team culture, utilizing student feedback to improve my own performance and encouraging students to engage each other in their learning.

The analytical and communication skills I have honed throughout my PhD work will provide a strong foundation as I transition from the life sciences to a career in consulting. I am specifically interested in BCG due to its unique approach to personal growth and tailored solutions for each client. A commitment to support and train ADC members and global opportunities offered through BCG are invaluable. I look forward to hearing back from you about the opportunity to participate in the 2015 Bridge to BCG workshop and to learn even more about BCG. Thank you for your time and consideration.

Sincerely,
Abi Demir

Sample Cover Letter #2:

Jerry is applying to academic administration positions and therefore provides examples of his management, program development and organizational skills. Notice he chooses to emphasize skills directly relevant to the position.

54 Dunster Street
Cambridge, MA 02138

April 22, 2016

University of Nebraska Humanities Center
1664 N Virginia St
Omaha, NE 68182

Dear Hiring Manager:

I am writing to express my interest in the Coordinator of Publications and Programs position at the Humanities Center of the University of Nebraska. I will graduate with my PhD in Social Anthropology from Harvard this May, and I am confident my 5 years of experience in higher education administration (including program coordination) and two years of experience in editing, would allow me to contribute to the successful coordination of publicity, seminar program logistics, fellowship program administration, and other related duties.

Previously, I have worked on several relevant projects that provided me with the skill sets I need to be an effective coordinator. These projects have included: marketing the content and brand of an academic journal through social media; planning, advertising, and facilitating a workshop program (the Political Ecology Working Group), whose membership increased by 500%; organizing logistics for workshop speakers, including travel, lodging, honoraria, and event setup; and assisting faculty with administrative, computer, and audio/visual needs.

I would be excited to join the Humanities Center's team. The Center has exceptional appeal for me because of its vital mission to foster interdisciplinary discussions and collaborations through a range of exciting formats (e.g., lectures, conferences, seminars) and opportunities (e.g., Foundation Postdoctoral Fellowships). As a scholar of social anthropology, I appreciate the comprehensive support of the humanities, particularly in a political climate often hostile to the allocation of resources to such disciplines. As a program coordinator and editor, I would relish the opportunity to leverage my past experiences for this worthy cause, and learn from the experiences of my fellow team members.

Thank you for your consideration. I look forward to the opportunity to speak with you and discuss the position in more detail. Please feel free to contact me at (555)555-5555 or jerryli@harvard.edu.

Sincerely,

Jerry Li

Sample Request for Informational Interview:

This email message is not designed to accompany a resume as a job application, but rather to request an informational interview to learn more about the field of investment banking. As such, Suzanne is careful to avoid asking for a job, or for anything other than the chance to listen and ask questions about the alumna's experience making the transition from academe to investment banking.

Dear Ms. Ramos:

I found your name through Harvard's Alumni Directory and saw that you completed your PhD in Applied Math before beginning your work as a quantitative analyst. I will be completing my PhD in Biology next summer and am interested in learning more about how I might use my quantitative and analytical skills in investment banking.

Banking is a career option that I have been reading and thinking about for some time. While I do not have specific work experience in finance, I am an avid reader of the Wall Street Journal and the Financial Times and have spoken to a few former members of my department about their own decisions to leave academe and use their skill sets in the private sector. Working as a quantitative analyst appeals to me because I feel it would allow me to continue to use and develop my mathematical modeling and statistics skills, while indulging my fascination for the business world.

I will be in New York the week of October 9th and would greatly appreciate the chance to speak with you about your experience at Wall Street Bank. If this time frame is not convenient for you, I am happy to arrange a time to speak on the phone.

Thank you very much for your time and consideration.

Sincerely,

Suzanne Lilly

Sample Thank You Letter:

Having completed a formal interview with this organization, Alina sends out a thank you note within 24 hours. She sends it via email, as the interviewer has indicated that the organization intends to make a decision about her candidacy within a few days.

Dear Ms. Funahashi:

Thank you very much for taking the time to meet with me yesterday morning about employment opportunities with Global Education Associates. I am even more enthusiastic about the work that you do now that I have had the chance to learn more about it.

As we discussed, my experience at WorldTeach and my extensive international travel has instilled in me the desire to foster educational opportunities worldwide, and to promote cross-cultural understanding of educational methods and adapt them as appropriate in developing countries. I am particularly interested in the Educating for Global Citizenship Program due to its commitment to meeting the educational needs of the emerging global community by offering teachers, youth leaders, and community organizers ways to comprehend and respond to the critical and creative task of educating the world in the 21st century.

Thank you once again for your time and consideration. I look forward to speaking with you further about the contribution I could make to your organization and its constituents.

Sincerely,

Alina Cestari