



Building the Foundation for your CV

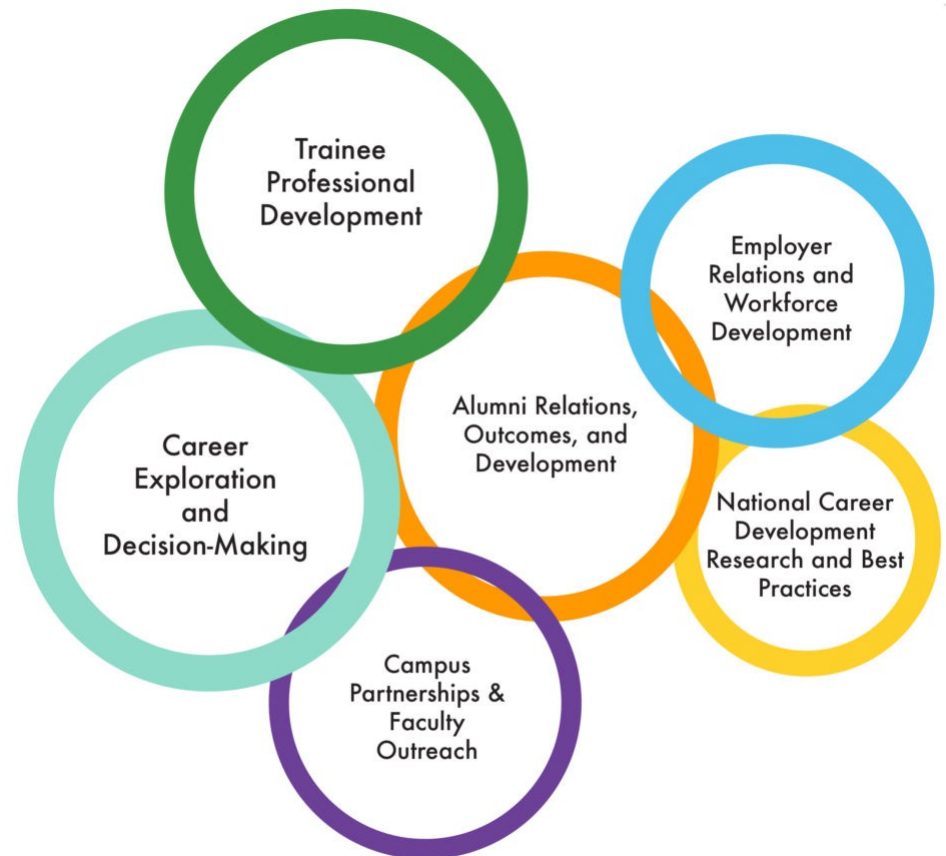
Kate Stuart
Associate Director
BRET Office of Career Development ASPIRE Program
Vanderbilt University School of Medicine

June 12, 2024



About the ASPIRE Program

- Serve ~1K biomedical PhD students and postdocs
- Career Development services
- Team of 4







Pots

Coffee

Plates

Utensils

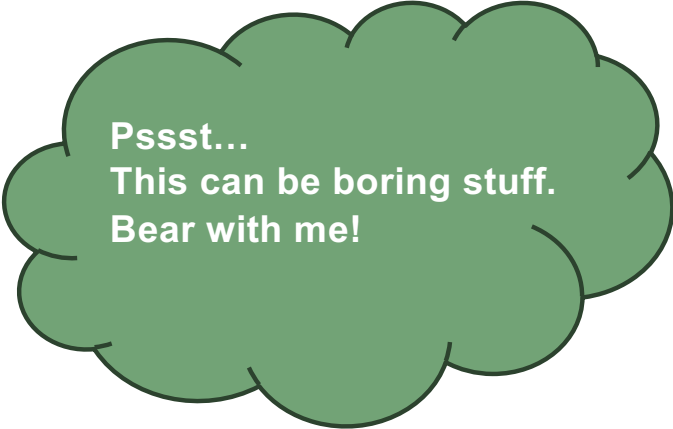
Glasses

Garbage



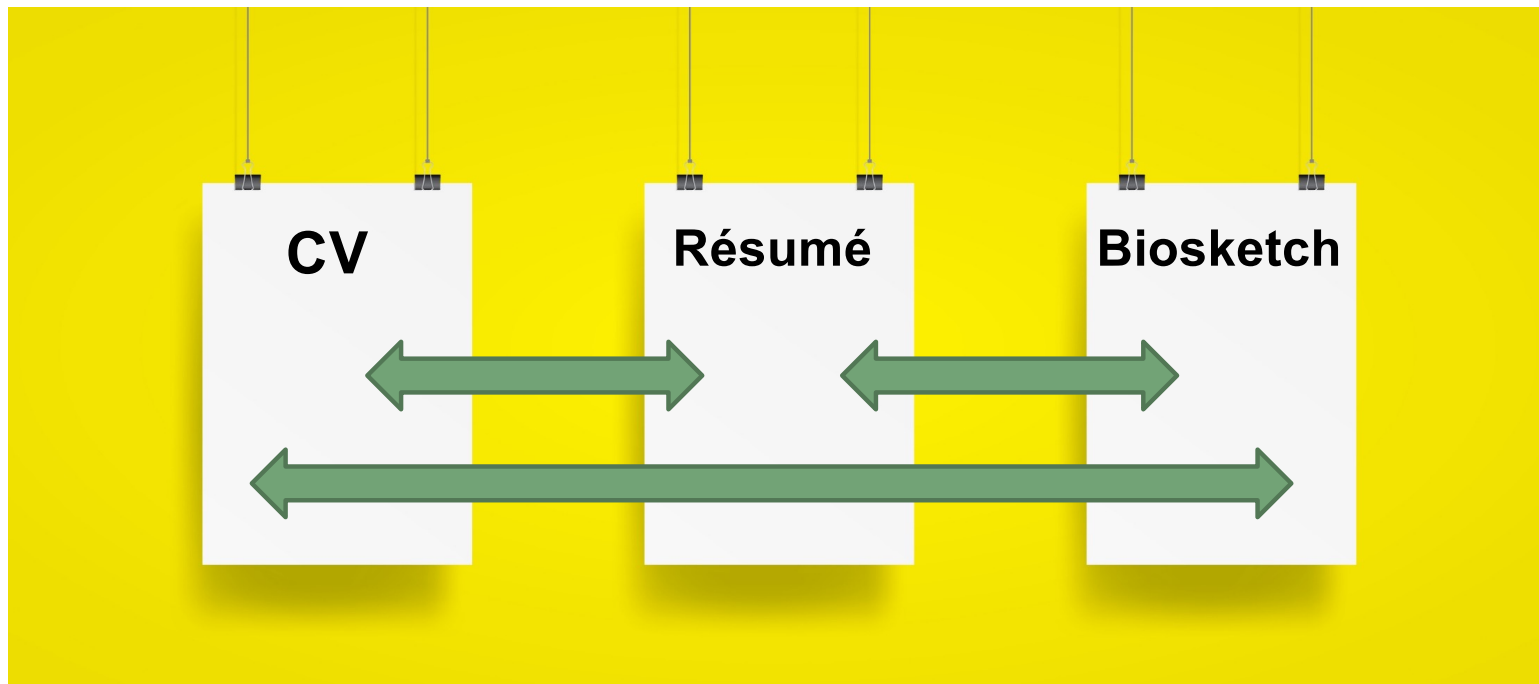
Today, we'll cover...

1. Why a CV?
2. CV Framework
3. Practical Look at your Document

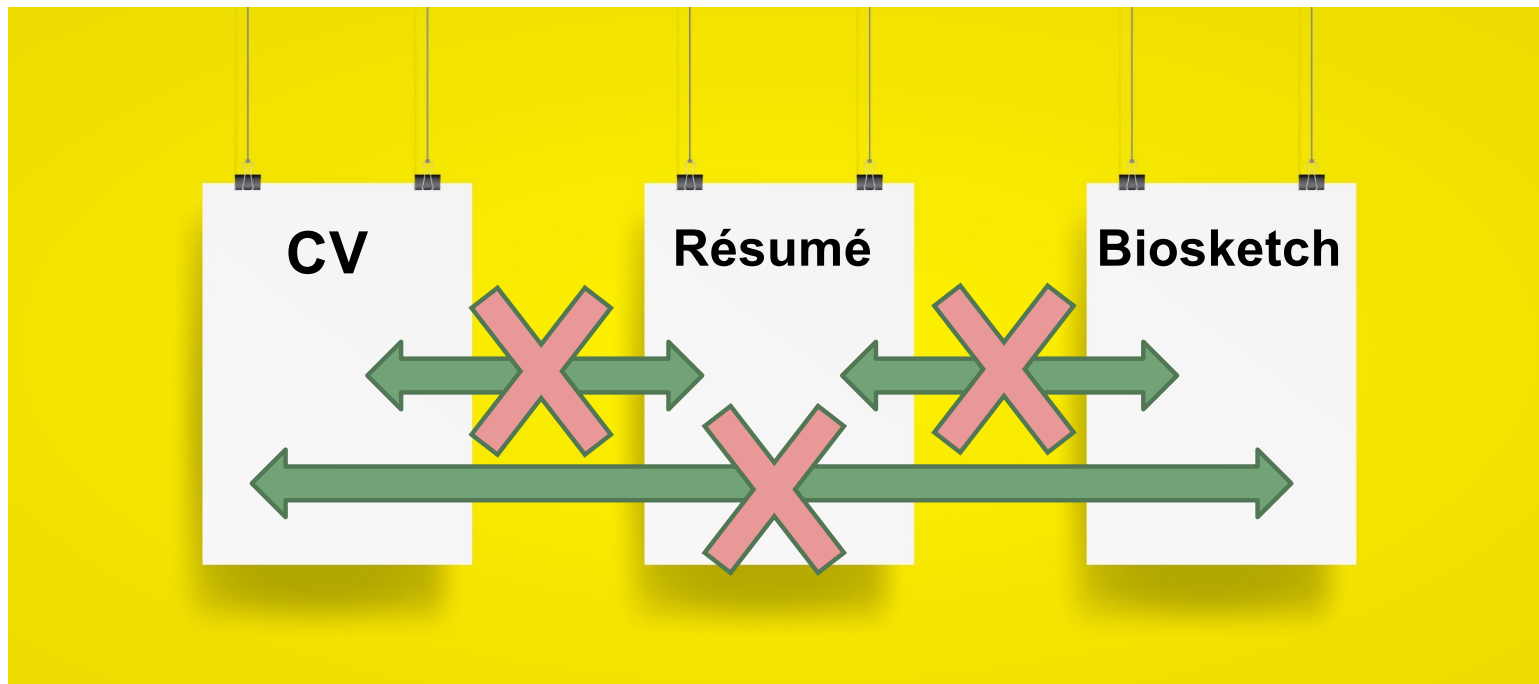
A green, cloud-like shape with a black outline, containing text.

Psst...
This can be boring stuff.
Bear with me!

Terms often used interchangeably



But, they are different!



Universal principles

CV



For faculty, doctors, &
research academic jobs

Résumé



For non-research jobs

Biosketch



For grant funding



Furthermore...

CV

Résumé





Curriculum vitae (CV)

“Course of life”

A comprehensive document describing your research and academic accomplishments



When you will need a CV

- Apply for fellowships/training grant appointments (or NIH biosketch)
- Send to recommenders/references, as background
- Apply for membership in scientific professional societies
- Apply for a postdoc
- Apply for certain kinds of jobs (academic faculty positions, research jobs in government, industry, nonprofits)
- Send to a host when you give a presentation



DON'T WAIT to create your CV

- Start your “Master CV” today and track your activities and accomplishments as they happen.
- Base your CV on example(s) with attractive formatting.
- Track everything now – tailor it to your purpose later, when you need to submit it for something.
- Update your CV when you:
 - receive an award
 - give a talk
 - publish a paper
 - develop new skills or take on a new role or project
 - accomplish research, teaching, or service



Benefits of keeping a Master CV



Won't forget what you've done



Less stressful when you need a CV quickly



Sense of accomplishment



Filename tips

- Put your last name in the filename to identify yourself. (***Please please please do this. Pretty please. With sugar on top.***)
- Put the date in the filename for version control and to keep historical versions.
- For example

Petrie_CV_2023_01

Petrie_CV_2022_09

Petrie_CV_2022_07

Petrie_CV_2022_03



CURRICULUM VITAE

James Brett Case

[Vanderbilt postal mail address]

[VU email address, cell phone number, lab phone number]

EDUCATION

- 2018 Doctor of Philosophy in Microbiology and Immunology
Vanderbilt University, Nashville, Tennessee
- 2010 Bachelor of Science in Biological Sciences, Concentration in Biochemistry, Cellular and Molecular Biology
Chemistry Minor
University of Tennessee, Knoxville, Tennessee

RESEARCH POSITIONS

- 2012 – 2018 **Graduate Student**, Laboratory of Mark R. Denison, M.D., Department of Pathology, Microbiology, and Immunology
Vanderbilt University, Nashville, Tennessee.
- 2010 – 2012 **Research Assistant**, Laboratory of Peggy Kendall, M.D., Departments of Allergy, Pulmonary, and Critical Care Medicine and Pathology, Microbiology, and Immunology
Vanderbilt University Medical Center, Nashville, Tennessee.
- 2009 – 2010 **Undergraduate Research**, Laboratory of Brad M. Binder, Ph.D., Department of Biochemistry, Cellular and Molecular Biology,
University of Tennessee, Knoxville, Tennessee.

PUBLICATIONS

- Agostini, M.L., Andres, E.L., Sims, A., Graham, R., Sheahan, T.P., Lu, X., Smith, E.C., **Case, J.B.**, Feng, J.Y., Jordan, R., Ray, A.S., Cihlar, T., Siegel, D., Mackman, R.L., Clarke, M.O., Baric, R.S., Denison, M.R. "Coronavirus susceptibility to the antiviral Remdesivir (GS-5734) is mediated by the viral polymerase and the proofreading exoribonuclease". *mBio*. 2018, 9:e00221-18. Pubmed: [29511076](https://pubmed.ncbi.nlm.nih.gov/29511076/)
- Case, J.B.**, Li, Y., Elliott, R., Lu, X., Graepel, K.W., Sexton, N.R., Smith, E.C., Weiss, S.R., Denison, M.R. "Murine hepatitis virus nsp14 ExoN activity is required for

KAMAKOTI P. BHAT

kamakoti.p.bhat@vanderbilt.edu | cell phone # | home address

EDUCATION

- Vanderbilt University School of Medicine, Nashville, Tennessee** Aug 2012-Present
Ph.D Candidate in Biochemistry
- Anna University, India** Aug 2008-May 2012
Bachelor of Technology in Pharmaceutical Technology. CGPA of 9.81/10 (3.92/4)

RESEARCH EXPERIENCE

Ph.D. Student: Vanderbilt University School of Medicine, Department of Biochemistry (Nashville, TN)

Advisor: Dr. David Cortez (May 2013-Present)

"Regulation of Replication Fork Stability by ssDNA Binding Proteins"

Undergraduate Researcher: Indian Institute of Technology-Madras (Chennai, India)

Advisor: Dr. Nitish Mahapatra (December 2011-May 2012)

"Identification and functional analysis of common variants in the promoter region of chromogranin A in hypertensive patients in an Indian population"

Summer Research Intern: National Institute of Genetics (Japan)

Mentor: Dr. Ituro Inoue (May 2011 – July 2011)

"Identification of causal variants (SNPs) that contribute to development of IgA nephropathy in a Japanese population using next-generation sequencing"

Undergraduate Researcher: Anna University, Center for Biotechnology (Chennai, India)

Mentor: Dr. Sharmila Anishetty (July 2010- February 2011)

"In silico modeling of the human prion protein and analysis of missense mutations on conformation and stability using molecular dynamic simulations"

AWARDS AND HONORS

- 2017 Best Graduate Student of the Year award at the Vanderbilt-Ingram Cancer Center Retreat
- 2017 Poster Prize - Best Graduate Student Poster at the Vanderbilt Biochemistry Retreat
- 2016-Present NCI F99/K00 Predoctoral to Postdoctoral Transition Award F99CA212345
- 2016 Poster Prize - Second Place at the Vanderbilt Ingram Cancer Center Retreat
- 2016 Poster Prize - Best Poster at the Vanderbilt Biochemistry Retreat
- 2012-14 Vanderbilt International Scholar's Program Fellowship
- 2008-12 Chancellor's gold medal for academic excellence (Anna University, India)
- 2011 Summer Research Fellowship (National Institute of Genetics, Japan)
- 2011 The Jawaharlal Nehru Center for Advanced Scientific Research Fellowship (New Delhi, India)
- 2011 Research Scholarship from the University Grants Commission (New Delhi, India)



Pay attention to:

- Overall look and feel of the document (appearance)
- Similarities/differences in the way information is presented by Kami vs. James
 - Major section headings
 - Order of the sections



Aim for clean, professional, easy-to-read

KAMAKOTI P. BHAT kamakoti.p.bhat@vanderbilt.edu cell phone # home address	
EDUCATION	
Vanderbilt University School of Medicine, Nashville, Tennessee Ph.D. Candidate in Biochemistry	Aug 2012-Present
Anna University, India Bachelor of Technology in Pharmaceutical Technology.	Aug 2008-May 2012 CGPA of 9.81/10 (1.92/4)
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AWARDS AND HONORS	
2017	Best Graduate Student of the Year award at the Vanderbilt-Ingram Cancer Center Retreat
2017	Poster Prize - Best Graduate Student Poster at the Vanderbilt Biochemistry Retreat
2016-Present	ICI 1998/2000 Predoctoral to Postdoctoral Transition Award 1995-2122645
2016	Poster Prize - Second Place at the Vanderbilt Ingram Cancer Center Retreat
2016	Poster Prize - Best Poster at the Vanderbilt Biochemistry Retreat
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- View a printed copy at an arm's length: consistent formatting guides the eye and helps the reader know how the CV is organized.
- Choose a single, common font type, ≥ 11 pt
- Avoid *unusual fonts* and **color**
- Use ≤ 3 font attributes (e.g. **bold**, *italics*, **SMALL CAPS**)
- Avoid underlining long lines of text; it is hard to read and draws the eye away from other text.
- Leave adequate and consistent white space between sections.



Always at the top of Page 1

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2016-Present	ICI 199/200 Predoctoral to Postdoctoral Transition Award 199C-212345
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2011	Research Scholarship from the University Grants Commission (New Delhi, India)

Your name

- formatted to stand out (e.g., bold, larger)
- **Contact information** comes next (email, cell phone, address)
 - and put your last name/page number in a footer on every page after the first
- Professional vs. personal contact information
- May also want to include social media handles (next slide)



Social media for scientists

Professional

- Lab website, ResearchGate
- LinkedIn
- ORCID (<https://orcid.org>)
 - “Open researcher and contributor identifier” (2012)
 - Format xxxx-xxxx-xxxx-xxxx
 - Links you with your research products (pubs, funding, etc)
 - Used by journals, NIH

If using to promote/discuss science and research

- Twitter
- Blog
- Instagram, Facebook, TikTok, YouTube

Social media for scientists.
Nat Cell Biol (2018).
<https://doi.org/10.1038/s41556-018-0253-6>

If you choose to include these profiles on your CV, keep them updated.



Major CV sections

Kami Bhat

1. Education
2. Research Experience
3. Awards and Honors
4. Publications
5. Presentations
6. Professional Development and Service

James Case

1. Education
2. Research Positions
3. Publications
4. Specialized Training
5. Academic Awards
6. Travel Awards
7. Invited Seminars
8. Abstracts and Presentations
9. Teaching Experience
10. Mentoring Experience
11. Professional Societies & Memberships
12. Professional Development



Major CV sections

Kami Bhat	James Case	
<ol style="list-style-type: none">1. Education2. Research Experience3. Awards and Honors4. Publications5. Presentations6. Professional Development and Service	<ol style="list-style-type: none">1. Education2. Research Positions3. Publications4. Specialized Training5. Academic Awards6. Travel Awards7. Invited Seminars8. Abstracts and Presentations9. Teaching Experience10. Mentoring Experience11. Professional Societies & Memberships12. Professional Development	<p><i>usually the 1st sections on an academic CV</i></p>



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*Either near
the front
or at the
end of CV*



Formatting your publications

PUBLICATIONS

Bhat KP, Krishnamoorthy A, Dungrawala H and Cortez D. RADX Regulates fork stability by modulating RAD51 function (*in preparation*)

Bhat KP and Cortez D. ssDNA Binding Proteins at the Replication Fork: First Responders to Replication Stress (*in preparation*)

Dungrawala H*, **Bhat KP***, Le Meur R, Chazin WJ, Ding X, Sharan SK, Wessel SR, Sathe AS, Zhao R and Cortez D. RADX promotes genomic stability and modulates chemosensitivity by regulating RAD51 at replication forks. *Mol. Cell.* 2017 Aug 3;67(3):374-386

Dungrawala H, Rose KL, **Bhat KP**, Mohni KN, Glick GG, Couch FB, and Cortez D. The replication checkpoint prevents two types of fork collapse without regulating replisome stability. *Mol. Cell.* 2015 Sep17; 59(6):998-1010.

Bhat KP, Betous R, and Cortez, D. The high affinity DNA binding domains of RPA direct SMARCAL1 dependent replication fork remodeling. *J Biol Chem.* 2015 Feb 13; 290(7):4110-7.

* Indicates co-first authors.

- **Bold** or underline your name so it is clear where you appear in an author list.
- Use standard citation format for your field.
- Highlight cover features and articles covered by other journals.
- Number your publications and subdivide into sections (peer-reviewed, book chapters, reviews) if list is long.
- Include articles in press, under review, in submission, BioRxiv, *in preparation*. *

*discuss with your research advisor



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Formatting Presentations/Abstracts

PRESENTATIONS

- 2017 The Vanderbilt Ingram Cancer Center Retreat (Nashville, TN)
Graduate Student of the Year award talk: "Regulation of Fork Stability by DNA binding proteins."
- 2017 Gordon Research Conference and Seminar on Mammalian DNA Repair (Ventura, CA)
Invited Short Talk and Poster: "RADX promotes replication fork stability and modulates chemoresistance by regulating RAD51"
- 2017 NCI F99 Fellows Meeting (Bethesda, MD)
Poster: "Regulation of Fork Stability by DNA binding Proteins"
- 2017 Vanderbilt University Biochemistry Department Retreat (Nashville, TN)
Poster Prize: "Regulation of Fork Stability by DNA binding Proteins"
- 2016 The Vanderbilt Ingram Cancer Center Retreat (Nashville, TN)
Poster Prize: "RADX is a novel DNA binding protein that promotes replication fork stability."
- 2016 Vanderbilt University Biochemistry Department Retreat (Nashville, TN)
Poster Prize: "RADX is a novel DNA binding protein that promotes replication fork stability."
- 2016 Structural Biology of DNA Repair Machines Webinar Series
Talk: "RADX is a novel DNA binding protein that promotes replication fork stability."
- 2015 Biochemistry Student Colloquium (Nashville, TN)
Talk: "Fork remodeling as a genome maintenance mechanism"
- 2015 Gordon Research Conference and Seminar on Mammalian DNA Repair (Ventura, CA)
Talk and Poster: "The high affinity DNA binding domains of RPA direct SMARCAL1-dependent replication fork remodeling"
- 2015 Structural Biology of DNA Repair Machines Conference (Berkeley, CA)
Poster: "Detection of Nascent Duplexes Using UV-induced crosslinking of 6-Thioguanine Labeled DNA"

- Include poster & oral presentations of your research.
- External presentations (outside VU) trump internal, so separate these into different sections as you progress in your career.
- Other types of presentations to track in your CV: journal clubs, lay public presentations.



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Keep a master CV to track everything, tailor it later

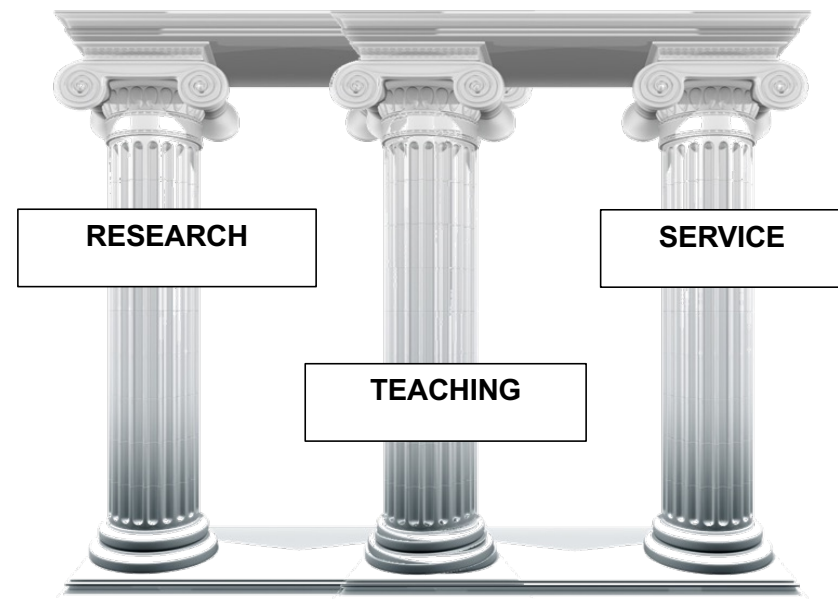
**Customize
your CV to
your background,
your strengths,
and the purpose.**



Common sections & conventions

- Name & Contact Information
- Education
- Research Experience
- Grants and Fellowships
- Honors and Awards
- Teaching & Mentoring Experience
- Academic Service
- Leadership
- Technical Skills
- Patents
- Professional Memberships
- Publications and Presentations
- References

Content of academic CVs reflects the “three pillars” of tenure





Formatting Individual CV Items



Individual entries in academic CVs should contain....

RESEARCH EXPERIENCE

Ph.D. Student: Vanderbilt University School of Medicine, Department of Biochemistry (Nashville, TN)

Advisor: Dr. David Cortez (May 2013-Present)

"Regulation of Replication Fork Stability by ssDNA Binding Proteins"

Undergraduate Researcher: Indian Institute of Technology-Madras (Chennai, India)

Advisor: Dr. Nitish Mahapatra (December 2011-May 2012)

"Identification and functional analysis of common variants in the promoter region of chromogranin A in hypertensive patients in an Indian population"

"WHAT"
information
(degree, job
title, role)



Individual entries in academic CVs should contain....

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Ph.D. Student: Vanderbilt University School of Medicine, Department of Biochemistry (Nashville, TN)

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"WHAT"
information
(degree, job
title, role)

"WHERE" information
(company, institution,
location)



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"WHEN"
information
(years of
participation)



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"WHAT"
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(degree, job
title, role)

"WHERE" information
(company or institution,
location)

"WHEN"
information
(years of
participation)

"WHO"
information
(research
advisor)



May want to add “how/why” information

PROFESSIONAL DEVELOPMENT AND SERVICE

- 2016-2017 Co-Founder and Secretary of the Vanderbilt International Biomedical Students (VIBS) Organization
- Helped conceive, create, and register VIBS as a university-approved organization to provide support and mentorship to international students in biomedical sciences.
 - Organized monthly gatherings that included orientations for new international graduate students, mentoring sessions, research presentations, and social events.
- 2016 Certificate Program in Management and Business Principles for Scientists
- 2015 Tech Venture Challenge
- Worked with a team to develop a business plan for the commercialization of predictive health software based on BioVU, Vanderbilt’s de-identified clinical and DNA database.
 - Served as Chief Marketing Officer
 - Assessed the market demand and need, developed a marketing strategy, and analyzed market trends.
- 2011, 2012 Organizing Committee for the Annual Biotechnology Symposia at Anna University, India
- Served as the Editor of the departmental magazine and on the board of organizers
 - Organized symposia , technical seminars and invited speakers



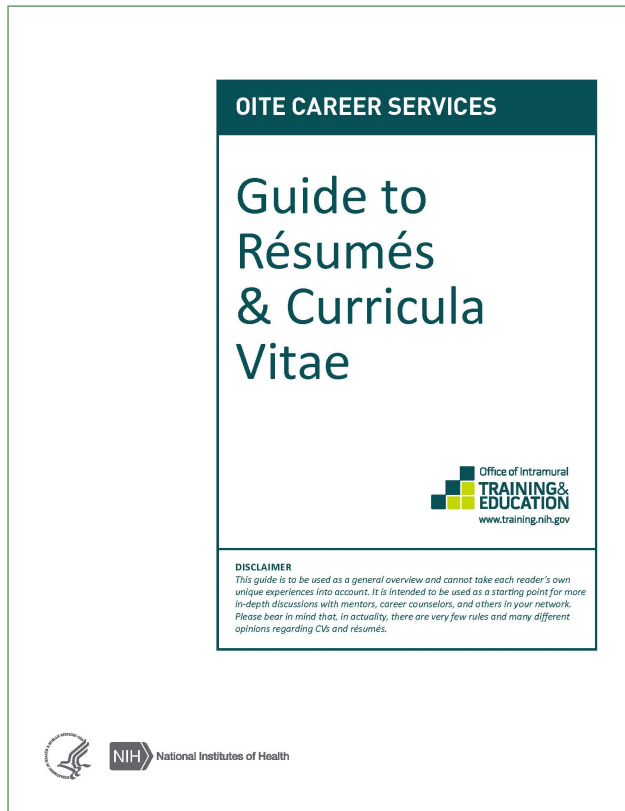
For US CV's, don't

- Include personal information: date of birth, citizenship, marital status, names and ages of children
- Forget to proofread. No grammar or spelling mistakes.
- Include information from before college; be selective about what you include from college
- List your advisor's research funding on your CV
- Use a fancy template
- Include a photo
- Assume the same CV works for every purpose!!!





Additional resources



- *Résumé formatting tip sheet*
- *Action verb list*
- *Decoded job ad example*

➤ QUESTIONS?

Then we review!





CV Review



Review #1

5 minutes to review... give a critical eye!

2 minutes to share your findings.

2 minutes to hear from your reviewer.



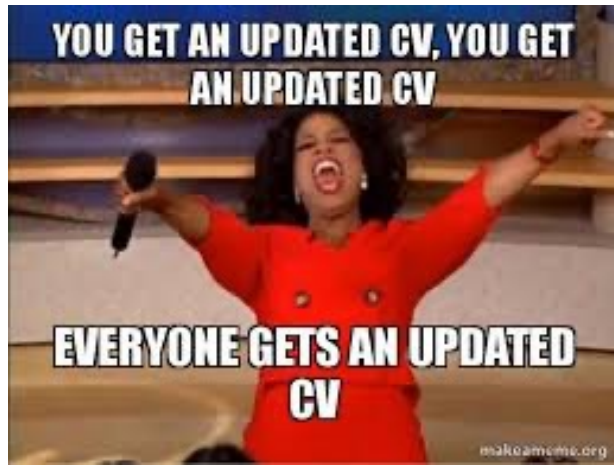
Review #2

5 minutes to review... give a critical eye!

2 minutes to share your findings.

2 minutes to hear from your reviewer.

Thank you!



Updated CV

Old CV

