



# CV Writing

*Presented by:  
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Director of Career Services, myHub*

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DENTISTRY  
UNIVERSITY of ROCHESTER



# Goals of Today's Presentation.....

- Understand the uses of a CV
- Differences between a CV and a Resume
- Stages of CV development/writing: Preparation, Format, Content, and Evaluation
- Content to share within your CV and how it should align with the use
- Master CV to create targeted CVs and Resumes



# What does “CV” stand for and what is the definition of a “CV”

CV stands for Curriculum Vitae

Latin expression that simply translates to...

“The Course of My Life”





# CURRICULUM VITAE

VS

RÉSUMÉ



# CV vs Résumé Difference

## Goal & Audience

### CV

- Used to obtain an academic position, travel award, grant, etc.
- Primarily used in academia, but could be requested in other job sectors
- Showcases your entire academic and research experiences

### Résumé

- Used to obtain a non-academic position or opportunity
- Non-academic employers and networking contacts
- Showcases specific experiences and skills necessary for a position





# CV vs Résumé Difference Content

## CV

- Complete history of academic pursuits, including academic research, teaching, awards, and services

## Résumé

- Tailored highlight of relevant experiences and skills for a specific job/industry





# CV vs Résumé Difference Length

## CV

- Flexible; as long as necessary to share your story of your academic pursuits, experiences, publications, skills, etc.

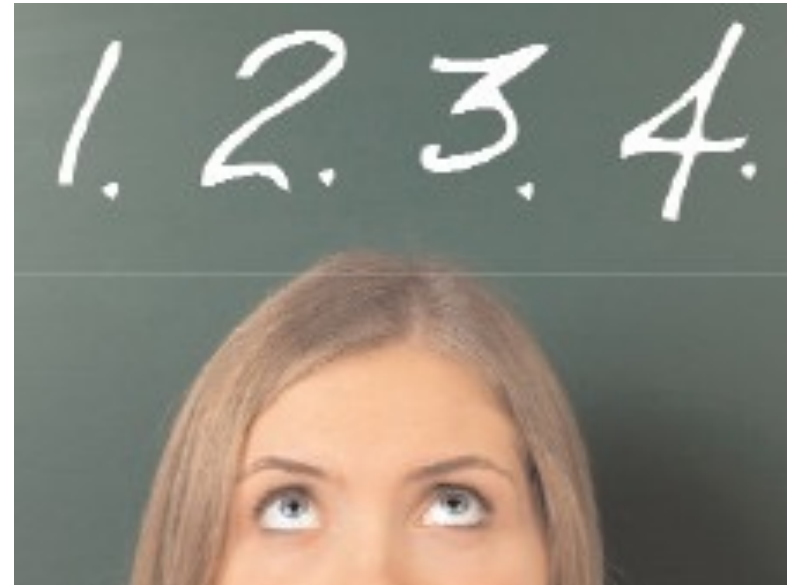
## Résumé

- One to two pages max, most important information on the first page
- Utilize Summary of Qualifications & Skills



# Stages of CV Development

- **Preparation**
- **Format**
- **Content**
- **Evaluation**







# Stage 1: CV Preparation

- Create a Master CV
- Document all experiences, leadership, and skills from undergraduate forward
- Examine and consult job descriptions
- Save and backup CV in safe spot to access quickly





## Stage 2: Format

- Relevant CV sections
- Organized; easy to locate information
- Easy font size and style
- Consistency
  - Example: Bold only important content, example position, award name
  - Order of material





## Stage 3: Content

- What is the reader interested in? Relevant to the opportunities you want to utilize the CV for!!!
- Job posting and the organizations website can provide great detail on what to include in your CV





# CV Content – Contact Information

## Example One-CV, PhD

(585) 555-1515 | [ExampleOne-CV@email.com](mailto:ExampleOne-CV@email.com)

[linkedin.com/in/sample](https://linkedin.com/in/sample)

- Legal name & letters that represent your academic identity
- If you go by middle name example: W. James Smith
- Email address – forever email address
- Phone – Format with area code (555) 555-1212
- LinkedIn, Pub Med, Google Scholar URL





# CV Content – Education/Degree

## Education and Training

University of Rochester, School of Medicine and Dentistry, Rochester, NY

Pathology Ph.D. Candidate, Anticipated completion: August 2024

Iowa State University, Ames, IA

Bachelor of Science, Biochemistry, May 2019, Summa Cum Laude

- Can remove GPA
- Be consistent





# CV Content – Experience

## Experience Sections can include....

- Research
  - Teaching
  - Internship
  - Other relevant experiences that you may want to share
- 
- ❖ Provide relevant information when describing your experiences
  - ❖ Include experiences from undergraduate forward
  - ❖ Remember they go in reverse chronological order



# Research, Clinical, and Teaching Experiences

## GRADUATE TEACHING APPOINTMENTS

Graduate Research Assistant, Department of Chemistry, University of Rochester, January 2016-Present

Graduate Teaching Assistant, Department of Chemistry, University of Rochester, September 2015-May 2016

## RESEARCH APPOINTMENTS:

Research Fellow: Mayo Graduate School, Rochester, NH, May 2016-present

- Identification of novobiocin binding site on HSP90 using recombinant SNA cloning strategies, protein expression vectors, protein solubility assays, Ni-affinity chromatography and hydrogen-deuterium exchange assays.

Research Assistant: University of Rochester, June 2015-May 2016

- Evaluation of EGFR expression in cancer cell lines using immuno-chemistry.

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## CV Content — Experience Example

### Scientific Writing & Research Experience

#### **Leader of Scientific Communications**

May 2020-Present

St. Jude Children's Research Hospital, Memphis, TN  
Strategic Communications, Education and Outreach Department

- Manage an interdisciplinary team of ten team members including scientific communications specialists, digital media developers, and marketing professionals to deliver and communicate the organizations news, research and accomplishments
- Involved in a robust project portfolio to amplify the reputation of St. Jude as a competitive research enterprise, enhance recruitment and retention of top talent, and foster innovation and collaboration across the institution
- Develop written content for the re-imagined St. Jude Research website
- Strategize internal and external communication pipelines to foster buy-in and awareness of the biomedical research efforts
- Foster and establish relationships with various stakeholders to develop and deliver effective scientific communication tools

#### **Postdoctoral Fellow**

June 2016-May 2020

St. Jude Children's Research Hospital, Memphis, TN  
Department of Tumor Cell Biology; PI: Dr. Martine F. Roussel

- Utilized CRISPR/Cas9 technology, iPSC/stem cell systems, and animal modeling to determine the role of epigenetic regulators in Group 3 medulloblastoma tumor initiation, progression, and maintenance
- Conducted pharmacological and radiation-based studies through preclinical and early clinical pipeline to identify novel therapeutic approaches for high risk SHH medulloblastoma
- Executed preclinical testing of candidate agents as part of collaborative agreements with pharmaceutical partners of SJCRH

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# CV Content - Publications & Patents

## SELECT PUBLICATIONS AND PATENTS

Endersby R, Whitehouse J, Pribnow A, Kuchibhotia M, Hii H, Gande S, **Stripay J**, et al. Small molecule screen reveals synergy of cell cycle checkpoint kinase inhibitors with DNA-damaging chemotherapies in medulloblastoma. *Science Translational Medicine*, 2021. PMID: 33472956

Haydar D, Houke H, Chiang J, Yi Z, Ode Z, Caldwell K, Zhu X, Mercer KS, **Stripay JL**, et al. Cell-surface antigen profiling of pediatric brain tumors: B7-H3 is consistently expressed and can be targeted via local or systemic CAR T-cell delivery. *Neurooncology*, 2021. PMID: 33320196

**Stripay JL**, Merchant TE, Roussel MF, Tinkle CL. Preclinical Models of Craniospinal Irradiation for Medulloblastoma. *Cancers*, 2020. PMID: 31948065

Campagne O, Davis A, Maharaj AR, Zhong B, **Stripay J**, et al. *Eur J Pharm Sci*, 2020. PMID: 31669383

Roussel, MF and **Stripay JL**. Modeling pediatric medulloblastoma. *Brain Pathology*, 2019. PMID: 31788908

Roussel MF and **Stripay JL**. Epigenetic Drivers in Pediatric Medulloblastoma. *Cerebellum*, 2018. PMID: 29178021



## SELECT CONFERENCE PRESENTATIONS & WORKSHOPS

SNO Pediatric Neuro-Oncology Basic and Translational Research Conference (San Francisco, CA) • 2019 [Poster]

*Interrogating the role of epigenetic regulators in Myc-driven medulloblastoma*

Medulloblastoma in the Mountains (Whistler, BC) • 2019 [Invited Talk]

*Identifying novel epigenetic regulators in pediatric medulloblastoma*

SNO Pediatric Neuro-oncology Basic and Translational Research Conference (New York, NY) • 2017  
AACR [Workshop]

Translational Cancer Research for Basic Scientists Workshop (Boston, MA) • 2015

St. Jude National Graduate Student Symposium (Memphis, TN) • 2015 [Poster, Oral Presentation]

NCRM Cancer Stem Cell Meeting (Cleveland, OH) • 2014 [Poster]

*Building the network: Restoration of c-Cbl function as a critical therapeutic target in GBM that integrates multiple nodes of cancer control*

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## CV Content – Presentations & Workshops



# CV Content – Grants & Fellowships

## GRANTS AND FELLOWSHIPS

NIH Ruth L. Kirschstein NRSA F31 Fellowship National Cancer Institute F31CA177185 Role: PI	2013 – 2016
NINDS T32 Institutional Training Grant Neuroscience Graduate Program; University of Rochester School of Medicine	2011 – 2013
Irving L. Spar Fellowship University of Rochester Medical Center	2011





# CV Content – Honors & Distinctions

## HONORS AND DISTINCTIONS

National Institutes of Health Awards, Fellow Award  
for Research Excellence, Carcino-xx Study Section  
2021

- Awarded to 2 out of 2,500 nominations

Boston Cancer Conference Fellow  
5<sup>th</sup> Boston Cancer Conference  
2020





# CV Content – University & Professional Memberships

## Professional Memberships

- Present & past list of professional memberships and institutional involvement
- Highlight leadership roles & accomplishments

## University & Professional Memberships

- |   |              |
|---|--------------|
| ▪ Graduate Student Society                  | 2018-Present |
| ▪ Vice-President                            | 2020-2021    |
| ▪ American Chemical Society                 | 2020-Present |
| ▪ President                                 | 2022-Present |
| ▪ Center for Biocatalysts and Bioprocessing | 2018-2021    |





# Action Verbs

- Help to describe your experiences, skills, and traits
- Avoid using the same action verb multiple times on your CV
- Refer to the job posting/description to help in ensuring you are using appropriate action verbs
- Action verb resource list: [themuse.com/advice/185-powerful-verbs-that-will-make-your-resume-awesome](https://themuse.com/advice/185-powerful-verbs-that-will-make-your-resume-awesome)





## Stage 4: Evaluation

- Compare the CV to the internship/employment posting- “Have you covered everything and highlighted your strengths?”
- Have a mentor & colleague review the CV, provide them a copy of the posting.
- Check and recheck for spelling and grammar
- Title your document with your name and CV





# References

- Can be included at the end of the CV  
References

## Science Mentor (Mentor)

Professor of Pharmacology

University of Rochester

(585) 555-5555

Science\_Mentor@URMC.Rochester.edu



Photo by [Andrew Neel](#) on [Unsplash](#)







# CV Things to Remember!!!

- ✓ Focus the content within your CV to the experience or purpose
- ✓ Format your CV to assist in locating key information easier and quicker
- ✓ Describe the impact of your contributions
- ✓ Remember, this is a glimpse into your academic, research, experiences, and skills; you will have the interview to showcase and go into more specifics
- ✓ Start statements or sentences with action verbs; avoid writing in first person





# Contact Information



## Career Services

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**Director of Career Services**

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