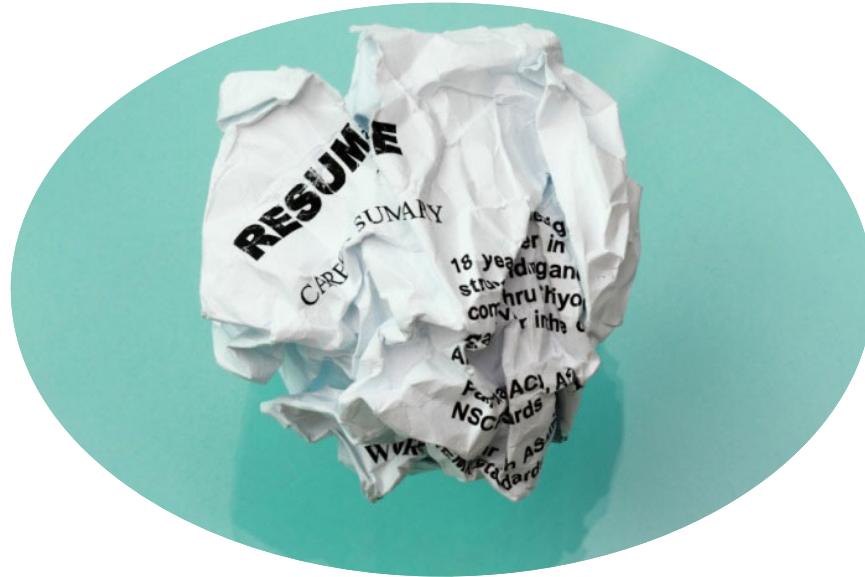


Resumes and CVs



Celia M. Elliott
Department of Physics
cmelliot@illinois.edu



CV = curriculum vitae (life story)

A concise summary of a person's education and professional experience

A resume includes many of the same elements

Academic CV

Education

Professional Appts

Honors and awards

Affiliations

Publications and talks

Classes taught

Service to profession

Students supervised

Grants received

Resume

Narrative (career) objective

**Work history, with summary
of duties/accomplishments**

Education

Special skills

Affiliations and licenses

Honors and awards



CVs are exhaustive and accreting

CVs are a permanent historical record of everything you've ever done professionally



They don't change direction, they just get bigger and bigger

Resumes are selective and dynamic

Tune your resume for the job you're applying for



**Pick and choose what you want to emphasize
(but don't leave gaps that would raise
questions)**

The purpose of a resume or CV is to *get an interview*



1. Convince the reader that you have the requisite education, skills, and experience to succeed
2. Convince the people who care about such things that you are attentive to detail

CVs and resumes are formal and adhering to a standardized format is essential

Provide only factual information about your educational background, work history, special skills, honors and awards, and job-related experiences

Organize the sections logically

Maintain witless consistency in length, style, and punctuation

**Getting started—your name goes
on the first line***

**Center your name and affiliation or address
at the top of the page**

Provide complete contact information

Telephone number, with area code

Fax number, with area code

Email address

***use a common, easily read font (I recommend
Times New Roman or a similar classic serif font)**

Put your current affiliation on a CV

Celia Mathews Elliott

Department of Physics
University of Illinois at Urbana-Champaign
1110 West Green Street
Urbana, IL 61801-3080 USA
+1.217.244.7725 (phone) • +1.217.244.4293 (fax)
cmelliot@illinois.edu

Put your home address on a resume

Celia Mathews Elliott

3808 Deerfield Drive
Champaign, IL 61822-9773
+1.217.351.5810 (phone) • *celia.elliott@gmail.com*

**Next, provide a narrative statement
of your immediate career goals**

Tune the narrative to the job

Emphasize your skills and interests

**Focus on what you can do for the employer,
not what the employer can do for you**

Be specific

Keep the narrative short and to the point

Science writer and technical editor (AIP and CBE)
seeking a senior editorial position; 20+ years' experience
in science journal publishing

Certified research administrator at a Research I university
with extensive experience in external funding (NSF, NIH,
DOE) seeking a senior proposal-development position

University alumni relations and department-level fund-
raising professional seeking senior development position
in the physical sciences

Seeking a challenging, highly paid position that allows
frequent luxury vacations and a guaranteed pension

**All of these descriptions apply to me—I'd use the one most
closely matched to the job I was applying for (maybe not #4)**

Science writer and technical editor (AIP and CBE)
seeking a senior editorial position; 20+ years' experience
in science journal publishing

Certified research administrator at a Research I university
with extensive experience in external funding (NSF, NIH,
DOE) seeking a senior proposal-development position

University alumni relations and department-level fund-
raising professional seeking senior development position
in the physical sciences

~~Seeking a challenging, highly paid position that allows
frequent luxury vacations and a guaranteed pension~~

**All of these descriptions apply to me—I'd use the one most
closely matched to the job I was applying for (maybe not #4)**

List your education and training next

Title the section some variant of “Education”

**List every institution that you attended in
chronological order**

Each entry must include

The institution’s name and location

The degree you earned

The year you received the degree

Your major field of study

Include honor designations if applicable

Education

1971 B.A., English, *summa cum laude*

B.A., History, *summa cum laude*

Michigan State University

East Lansing, MI USA

1974 M.Ed., Educational Psychology

University of Illinois

Urbana, IL USA

**Next, list where you've worked
and what you did there**

Title the section "Employment"

**List every institution where you worked in
reverse chronological order**

Each entry should include

The organization's name and location

The years that you worked there

Your job title

A brief summary of your job duties

Employment

- 1999–
Present
- Director, External Affairs*
Dept of Physics, University of Illinois
Urbana, IL 61801 USA
- Dept liaison to NSF, NIH, and DOE
 - Develop proposals for research funding
 - Teach courses in technical writing
- 1996–
1999
- Assistant to the Head*
Dept of Physics, University of Illinois
Urbana, IL 61801 USA
- Wrote policies, reports, and nominations
- 1993–
1996
- Assistant Editor*
Dept of Nuclear Engineering, UI
- Edited three peer-reviewed journals

What about part-time jobs unrelated to your career goals?

Include them if you can

Tie them to your commitment to your education; e.g., you flipped burgers to earn money for school

Show how they gave you an opportunity to practice leadership, communications, or other skills relevant to your future career

What about unpaid positions?

Include them if they are job-related

What skills did you gain?

General knowledge of technical principles and processes

Ability to contribute in a team environment

Practice in oral and written communications

General knowledge of project management

Understanding of quality control

How did they prepare you to be successful?

List special skills next

Focus on skills that employers value

Programming—C++, Java, SQL

Operating systems—Unix, Linux, Windows

Software—MATLAB, Mathematica, Excel

Relational databases—Oracle, Access

Circuit design and analysis

Equipment—optical microscope, lock-in amplifier, spectrum analyzer

List *first* the skills that you would be likely to use in the job

What about classes taken?

Do not just provide a canonical list of classes you've sat through

Explain what you learned (techniques, theory)

Emphasize how the class has prepared you to contribute to the employer

**Write out the course name and descriptor
FSHN 421 ?**

Coursework

Physics 194, “Behavior of Complex Systems”
fractals, neural nets, cellular automata, genetic algorithms, MATLAB, Mathematica

Physics 404, “Electronic Circuits”
steady-state circuit analysis using complex numbers, time-domain analysis, digital electronics, signal processing, hybrid digital/analog circuits, high-frequency circuits

Physics 402, “Light”
geometric optics, ray tracing and the matrix formalism, Fresnel formulas, polarization, Fourier optics, holography, nonlinear optics

List honors and awards and professional associations next

Honors and awards

Title of the award

Entity that bestowed the award

Year it was given

Professional associations

Name of the association

Your rank (member, fellow, senior member)

Years you have been associated with the organization

Awards and Associations

Phi Beta Kappa Society, 1970

Chancellor's Award for Excellence

University of Illinois, 2002

Honorary *kandidat* degree, Humane Letters

South Ural State University (Russia), 2003

Outstanding Service Medal

Civilian Research and Development

Foundation (Washington DC), 2005

Davis Teaching Award, Department of Physics

University of Illinois, 2021

Member, American Physical Society, 1997–present

Use your resume to supplement your cover letter

The cover letter should explicitly state

What job you are applying for

Why you're a good fit

What you can do for the employer

Use your resume to provide additional information about yourself

Demonstrated success in other endeavors

Related experience and appointments

Additional special skills (job-related)

Honors and awards

Select information to emphasize relevant experience and prior success

If you include research interests, put the topic of the prospective position first

List skills in the order of importance to the job you're applying for

Emphasize classes most closely related to the job that have prepared you for success

No-nos for cover letters

Addressing the letter “To Whom it May Concern” (dated and tacky in the extreme)

Failing to specify exactly what job you are applying for

Using the letterhead of your current employer

Failing to supply complete contact information

Sending a generic letter that is not specifically tailored for the company or the job

Rambling on for more than a page

One size does *not* fit all—if you really want the job, do the work



Write a general “core” document and then customize it for each application

Include only job-relevant information

DO NOT include personal information that is unrelated to your skills and experience



Marital status
Age or date of birth
Dependents
Health
Gender
Race or ethnicity

Include only job-relevant information

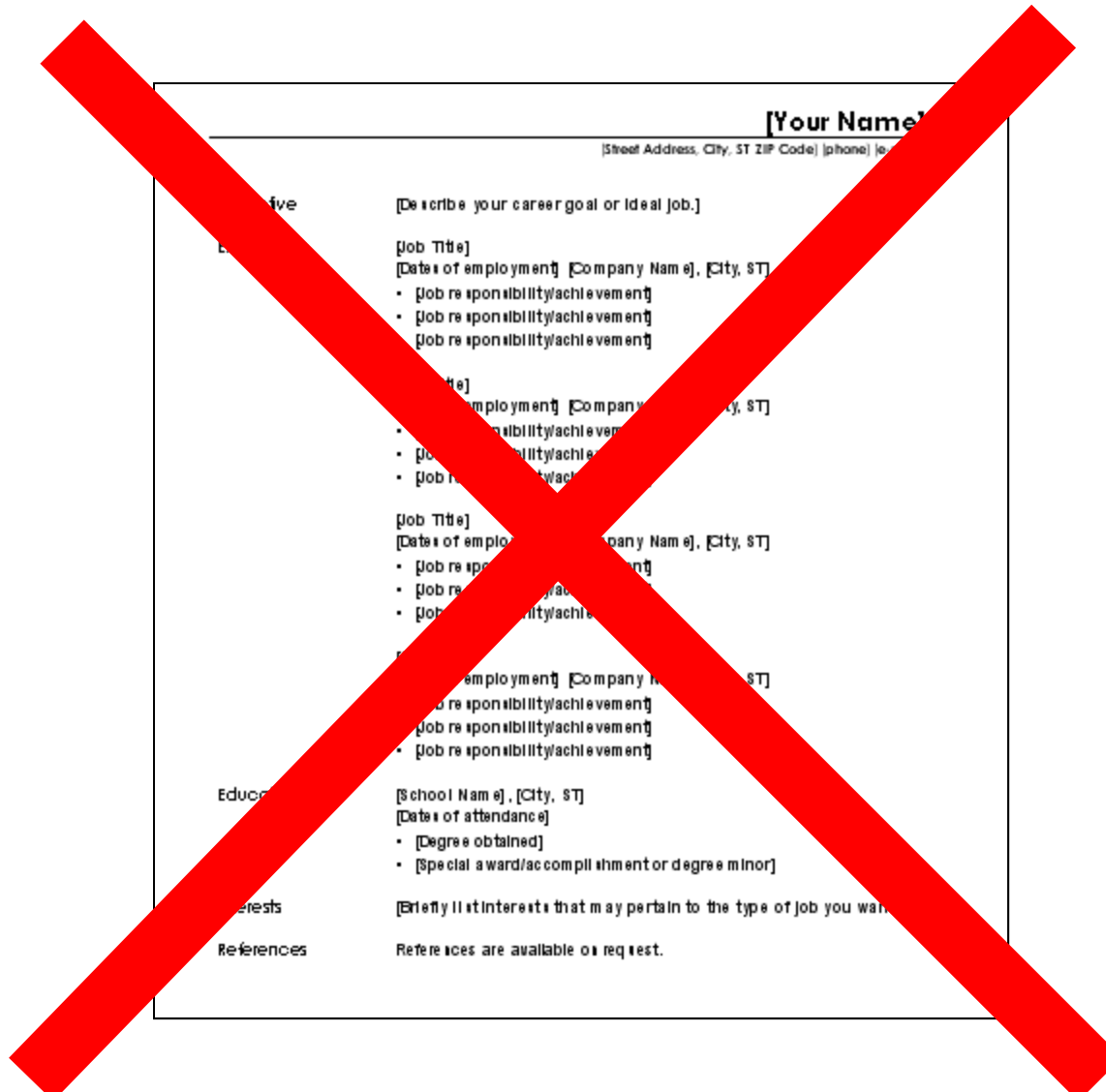
DO NOT include personal information that is unrelated to your skills and experience



Marital status
Age or date of birth
Dependents
Health
Gender
Race or ethnicity

Citizenship or right to work
Year in school
Availability for work
Physical ability if job-related
Gender if job-related
Race or ethnicity if related

Do not use one of the MS templates



[Your Name]
[Street Address, City, ST ZIP Code] [phone] [e-mail]

Objective [Describe your career goal or ideal job.]

Employment

[Job Title]
[Date of employment] [Company Name], [City, ST]
• [Job responsibility/achievement]
• [Job responsibility/achievement]
• [Job responsibility/achievement]

[Job Title]
[Date of employment] [Company Name], [City, ST]
• [Job responsibility/achievement]
• [Job responsibility/achievement]
• [Job responsibility/achievement]

[Job Title]
[Date of employment] [Company Name], [City, ST]
• [Job responsibility/achievement]
• [Job responsibility/achievement]
• [Job responsibility/achievement]

[Job Title]
[Date of employment] [Company Name], [City, ST]
• [Job responsibility/achievement]
• [Job responsibility/achievement]
• [Job responsibility/achievement]

Education

[School Name], [City, ST]
[Date of attendance]
• [Degree obtained]
• [Special award/accomplishment or degree minor]

Interests [Briefly list interests that may pertain to the type of job you want.]

References References are available on request.

In addition to your formal CV or resume, maintain a narrative bio

Celia Mathews Elliott has worked as a technical writer and administrator at the University of Illinois since 1993. Although her primary responsibilities involve departmental administration and working with faculty to develop research proposals for federal funding agencies, she has taught undergraduate courses in scientific and technical communications for physics majors since 2000. Recently, she co-developed and team-teaches a graduate-level technical writing course in the Department of Physics.

She has presented technical-writing and proposal-writing workshops at Sandia National Laboratories, Lawrence Livermore National Laboratory, the University of Sao Paulo (Brazil), and National Chiao Tung University (Taiwan), and she has participated in four webinars for the American Chemical Society on scientific communications. She answered questions on technical writing in two Reddit\science “Ask Me Anything” appearances, and her lectures on scientific communications have been downloaded by people from more than 90 countries.

Celia earned bachelor’s degrees in American history and English from Michigan State University and completed a master’s in educational psychology at the University of Illinois. She was presented an honorary doctorate in humane letters from South Ural State University (Russia) in 2003 and the Civilian Research and Development Foundation’s *Recognition Medal* in 2005 for her work with scientists in the former Soviet Union. She received the *Chancellor’s Academic Professional Excellence Award* (2002) and the SPaRC Career Achievement Award (2016) from the University of Illinois and the American Physical Society’s *Physics Haiku Grand Champion* prize (2004). Her teaching was recognized by the Department of Physics with the *Doug and Judy Davis Award for Excellence in Teaching Undergraduate Physics* in 2013.

Other tips for success

Use a standard (Times New Roman, Arial) font of at least 11 pt.

Don't put more than one blank line between sections

No artwork, photos, fancy fonts

Nothing that identifies you as a member of a "protected class"

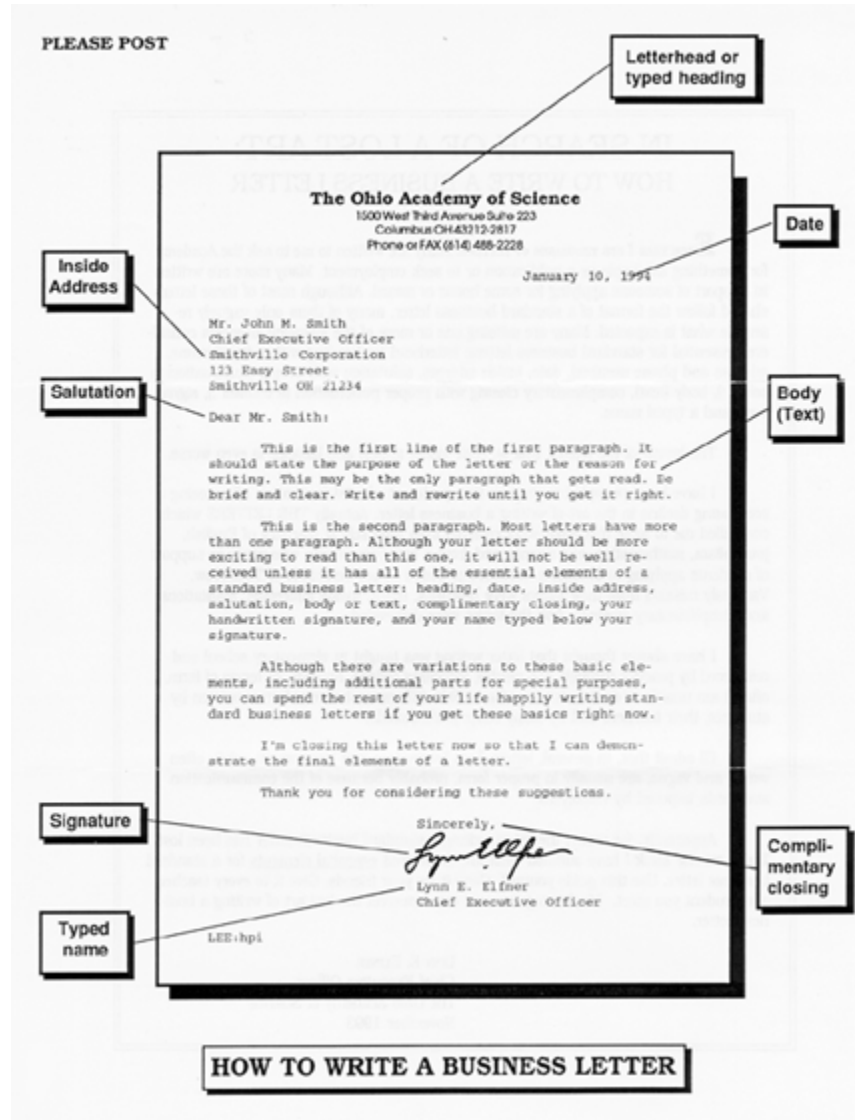
Fill the page, but make the information meaningful and job-related

No "References furnished on request"

Emphasize what you can contribute

Tips for cover letters

Format your letter as a standard business letter



Tips for cover letters

Make your own letterhead

Use a subject line that indicates which specific job you are applying for

Address the letter to a real person

Celia Mathews Elliott

3319 Jefferson Parkway • Champaign IL 61822-4726 USA
+1 (217) 555-1234 • *cmelliott@gmail.com*

November 14, 2019

Professor Eric A. Schiff, Chair
Department of Physics
Syracuse University
Physics Building
Syracuse NY 13244

RE: Application for Job #37496—Senior Proposal Coordinator and Grants Administrator

Dear Professor Schiff:

Tips for cover letters

Give specific examples of how you have been successful in similar work

In this calendar year, I have worked with 63 faculty to develop and submit more than 130 technical proposals to federal funding agencies and private foundations, totaling over \$34M in direct costs. Last year, our success rate was >65%.

Tell the reader how you can immediately contribute to the organization

I am very familiar with all the federal proposal portals, including NSF's FastLane and research.gov, NIH's ASSIST, NASA's NSPIRES, DOE's PAMS system, SAM, and grants.gov's Workspace.

Tell the reader something that he or she will not get from your resume

In addition to my duties as a grant developer and research administrator, I have taught a class on technical writing for upper-level physics undergrads for 20 years, and I love to teach.

Tips for cover letters

Ask for an interview

Because I believe I can best convey my experience and approach to federal funding in person, as well as learn more about your requirements and needs, I'd like very much to schedule an interview. Please call me at (217) 555-1234 to indicate a time that would be convenient for you.

Very truly yours,



Celia Mathews Elliott

Include a standard closing, leave blank lines to insert your signature, and type your complete name below the signature blank

Spelcheck ^[sic] the final draft...



...and then proofread it from a hard copy



cmelliot@illinois.edu