

How to Look Good (On Paper!)

An Intro to Resumes

Jack Naylor
PhD Candidate - ACFR

AIAA USSB Success Series
19/5/22 12pm



A little about me...

- PhD Candidate @ ACFR working on: “*Simultaneous Localisation and Mapping through Neural Radiance Fields*”
- BE (Mechanical) (Hons. I)/BSc (Adv.), majors: Space Engineering & Physics



CV's ain't easy...

- **Different disciplines have different requirements**
- **The requirements differ between countries, industries and companies!**
- **A CV is never “set & forget” - it is a dynamic document.**

What is a CV? (and what is a Resume?)

- **Thoughts?**

What is a CV? (and what is a Resume?)

- **Resume: short, 1-2 pages focussing on professional experience.**
- **CV: everything you've done, your publications, your experience, education... etc**

What is a CV? (and what is a Resume?)

- **Resume: professionals, grads, students mainly for industry.**
- **CV: executives, researchers & academics.**

Q: What if a job you're applying for asks for a CV?

What is a CV? (and what is a Resume?)

- **Resume: professionals, grads, students mainly for industry.**
- **CV: executives, researchers & academics.**

Q: What if a job you're applying for asks for a CV?

A: They don't know the difference. They mean a resume.

Compare the pair!

JOHN SMITH

(000) - 111 - 1111 • john.smith@smith.com
123 Broadway • City, State 12345
123 Pleasant Lane • City, State 12345

EDUCATION

University of California, Berkeley June 2004
B.S. in Computer Science & Engineering
Minor in Linguistics
Member of Eta Kappa Nu
Member of Upsilon Pi Epsilon
Overall GPA: 5.678

EXPERIENCE

ACME, Inc October 2010 - Present
Web Developer Palo Alto, CA
- Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec a diam lectus.
- Donec et mollis dolor. Praesent et diam eget libero. Adobe Coldfusion egostas mattis sit amet vitae augue.
- Nam tincidunt congue enim, ut porta lorem. Microsoft SQL lacinia consectetur.
- Donec ut libero sed arcu vehicula ultricies a non tortor. Lorem ipsum dolor sit amet, consectetur adipiscing elit.
- Pellentesque auctor nisi id magna consequat JavaScript sagittis.
- Aliquam at massa ipsum. Quisque bash bibendum purus convallis nulla ultrices ultricies.

AJAX Hosting December 2009 - October 2010
Lead Developer Austin, TX
- Aenean ut gravida lorem. Ut turpis felis, Perl pulvinar a semper sed, adipiscing id dolor.
- Curabitur dapibus enim sit amet elit pharetra tincidunt website feugiat nisl imperdiet. Ut convallis AJAX liber in urna ultrices accumsan.
- Cum sociis natoque penatibus et magnis dis MySQL parturient montes, nascetur ridiculus mus.
- In rutrum accumsan ultricies. Mauris vitae nisl at sem facilisis semper ac in est.
- Nullam cursus suscipit nisl, et ultrices justo sodales nec. Fusce venenatis facilisis lectus ac semper.

TinySoft January 2008 - April 2010
Web Designer & Developer Gainesville, GA
- Vivamus PostgreSQL, fermentum semper porta. Nunc diam velit PHP, adipiscing ut tristique vitae
- Maecenas convallis ullamcorper ultricies stylesheets.
- Quisque mi metus, unit tests CSS ornare sit amet fermentum et, tincidunt et, orci.
- Curabitur venenatis pulvinar tellus gravida ornare. Sed et erat fascibus nunc euismod ultricies ut id

TECHNICAL STRENGTHS

Computer Languages	Prolog, Haskell, AWK, Erlang, Scheme, ML
Protocols & APIs	XML, JSON, SOAP, REST
Databases	MySQL, PostgreSQL, Microsoft SQL
Tools	SVN, Vim, Emacs

YOUR NAME HERE

Your Position or Tagline Here

✉ your_name@email.com ⚡ 000-00-0000 ⚡ Address, Street, 00000 Country
📍 Location, COUNTRY ⚡ www.homepage.com ⚡ @twitterhandle ⚡ your_id ⚡ your_id



EXPERIENCE

Job Title 1
Company 1
Month 20XX - Ongoing
📍 Location
• Job description 1
• Job description 2

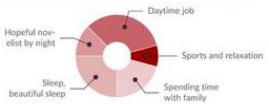
Job Title 2
Company 2
Month 20XX - Ongoing
📍 Location
• Job description 1
• Job description 2

PROJECTS

Project 1
Funding agency/institution
• Details

Project 2
Funding agency/institution
• Project duration

A DAY OF MY LIFE



MY LIFE PHILOSOPHY
"Something smart or heartfelt, preferably in one sentence."

MOST PROUD OF

🏆 Fantastic Achievement
and some details about it

❤ Another achievement
more details about it of course

❤ Another achievement
more details about it of course

STRENGTHS

Hard-working Eye for detail
Motivator & Leader

C++ Embedded Systems
Statistical Analysis

LANGUAGES

English	★★★★★
Spanish	★★★★★
German	★★★★★

EDUCATION

Ph.D. in Your Discipline
Your University
Sep 2002 - June 2006
Thesis title: Wonderful Research

M.Sc. in Your Discipline
Your University
Sept 2001 - June 2002

B.Sc. in Your Discipline
Stanford University
Sept 1998 - June 2001

In Aus & Engineering -
Education should be first!

Neither here nor there...
Save these for the
interview + application!

Who cares that you
sleep??

YOUR NAME HERE

Your Position or Tagline Here

✉ your_name@email.com ✉ 000-00-0000 ✉ Address, Street, 00000 Country
📍 Location, COUNTRY 🌐 www.homepage.com 🐦 @twitterhandle 🐦 your_id 🐦 your_id

EXPERIENCE

Job Title 1
Company 1
Month 20XX - Ongoing
• Job description 1
• Job description 2

Job Title 2
Company 2
Month 20XX - Ongoing
• Job description 1
• Job description 2

PROJECTS

Project 1
Funding agency/institution
• Details

Project 2
Funding agency/institution
Project duration
A short abstract would also work.

A DAY OF MY LIFE

Daytime job
Sports and relaxation
Spending time with family
Sleep, beautiful sleep
Hopeful novelist by night

MY LIFE PHILOSOPHY

"Something smart or heartfelt, preferably in one sentence."

MOST PROUD OF

🏆 **Fantastic Achievement**
and some details about it

❤️ **Another achievement**
more details about it of course

❤️ **Another achievement**
more details about it of course

STRENGTHS

Hard-working Eye for detail
Motivator & Leader

C++ Embedded Systems
Statistical Analysis

LANGUAGES

English	● ● ● ●
Spanish	● ● ● ●
German	● ● ● ●

EDUCATION

Ph.D. in Your Discipline
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Thesis title: Wonderful Research

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Your University
Sept 2001 - June 2002

B.Sc. in Your Discipline
Stanford University
Sept 1998 - June 2001

1990's ClipArt... Nice.

This is guff - no one cares!
Least of all a hiring
manager.

Haven't said how good at
C++ you are!

What does a "bubble"
represent? Is your 5
bubbles someone else's?

In engineering this is really
important! You have an
accredited degree!

Unfortunately... there's a lot of these. And they're tacky.

Umair Gulzar
Doctoral Fellow
Energy Storage Materials

Education

2015 - 2017 (Expected) **Ph.D. Nanotechnology** Italian Institute of Technology
Genova, Italy
Research: Energy Storage Materials
Advisors: Remo Proietti Zaccaria

2011 - 2013 **Erasmus Mundus Masters, Analytical Sciences** University of Lincoln
Specialization: Magnetic Nanoparticles based sensors

Research Experience

2015 - 2017 **Ph.D. Research Fellow** Italian Institute of Technology

- Worked on single wall carbon nanobondued sulfur composite as a cathode material for lithium sulfur cell. Mechanistic studies were performed to understand the stability effect of polyisobutylene on the cell performance.
- Single wall carbon nanobondued gernaniun nanocomposite (Ge@SWCNs) as an active anode material for lithium ion battery. The work focused on the effect of Ge on the electrochemical performance of lithium ion battery.
- Boron and carbon fine porous gernaniun network as high capacity anode material for lithium ion battery.
- Room Temperature synthesis of Sn (Sn) nanoparticles decorated on single wall carbon nanobondues as a active material for lithium ion battery.
- Insight to the destruction mechanism of Tin (Sn) thin film electrode under sodiation/de-sodiation. Electrochemical and morphological study.

Skills

Kernel Spectroscopy, Feature Selection, Feature Extraction, Feature Engineering, Impedance Spectroscopy, X-ray Diffraction

Conferences and Summer Schools

May 2017 **EMBS, Spring Meeting** Strasbourg (France)

- Presented a poster on Single Wall Carbon Nanobondued sulfur and tin composite as cathode and anode materials.

Sept 2017 **Joint European Summer School** Athens (Greece)

- Comprehensive reviews of the fundamentals of solid state ionic along with state of the art anodes, cathodes and solid state electrolytes.

Sept 2016 **Jyväskylä Summer School** Jyväskylä (Finland)

- Fundamentals of electrochemistry and catalysis

Interests

Energy Storage Systems, Traveling, Philosophy and Music, Chess, Live Sketching

References

Remo Proietti Zaccaria
 remo.proietti@it

Claudio Capiglia
 claudio.mrci@bigblue.ne.jp

Future Research Interests

- In-depth understanding of electrode processes (SEI formation) involved in existing and future generation electrode materials using state of the art characterization technique.

Publications

- For Submitted manuscripts go to the next page or [Click here for Google scholar](#)

It is an interactive CV. Please print if necessary

Curriculum Vitæ		
Expériences professionnelles		
2016	Haut-Commissariat de la République Ingénieur au Service Technique d'Aménagement et d'Aménagement - Aménagement, Master d'ouvrage (AMAO) en ACP, déchets, - Maîtrise Projet (MOP) en conception et planification de bâtiments publics, travaux routiers, - Développement technique et financier des projets.	
2016	Département de l'Aménagement et de la Développement Détermination des performances numériques des simulations des stations de métro - Contribution à la modélisation de la place de la métropolitaine dans la norme ANSI/ASCE 9-2015	
2012-2015	Stations en régime transitionnel avec les modèles de turbulence RANS LES et RSM. Développement d'un logiciel de simulation de la place de métro. Mise en place d'outils pour caractériser les vortex (Programmation C/C++) Spu, de Grenoble Alpes - Réseau des Eaux de Grenoble - Grenoble Eau Apprentissage dans le service distribution.	
2013	Gestion de la place de métro de Grenoble - <i>Mise en place d'indicateurs et d'outils de prospective, utilisation de modèles prédictifs ;</i> - Amélioration de la sécurité et de la qualité de l'eau : <i>réseaux d'eau et d'assainissement, A3S, FNACA, SNEIMA, Agence Publicitaire Europe</i> - Amélioration du rendement du réseau d'eau : <i>diagnostic des réseaux, étude de la qualité de l'eau, optimisation du fonctionnement des collecteurs, calcul de mètres et suivi de travail ;</i> - Amélioration du système qualité : <i>Mise en place de la certification ISO 9001 et de la gestion de management intégré.</i>	
2013	Altisys Hydro Power - <i>Power</i> - <i>Water</i> Diagnostique et préposition de solutions pour réhabiliter le fonctionnement d'un réseau d'eau et de la station de traitement de Nœu (8000 habitants).	
Nouvelles compétences		
2013-2015	Membre du groupe jeunes de l'IASTEC - <i>Publication d'un guide</i>	
2012-2015	Membre du comité d'administration de l'ENGAGE	
Autres expériences		
Formations		
2015-2016	MSc. Réinvention Numérique en Ingénierie Université de Strasbourg	Strasbourg-France
2012-2015	Diplôme d'ingénieur ENGEES École Nationale du Génie de l'Eau et de l'Environnement de Strasbourg (ENGEES) ; Apprentissage au sein de la Spu, Eau de Grenoble Alpes	Strasbourg-France
2010-2012	Collège National de Physique Scientifique de l'Institut d'Optique Lycée Champion	Orsay-France
2010	Baccaulairal en Science Lycée Marie Curie	Etretate-France
Autres formations		
2015	Avec Courses : programmation R, Household Water Treatment and Safe Storage (HWTS), Planning and Design of Sanitation System	
2014	Avec Apac : audience interne pour la Spu, Eau de Grenoble Alpes	
Compétences informatiques		
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Luckily - it's not just me being boring.

- **HR managers hate these, particularly for high interest jobs.**
- **They prevent the use of AI resume scanning tools used to weed out weak candidates off the bat.**
- **Also really distracting to find the information to ask questions in an interview.**

Remember your goal: To get an interview!

- **Solution: make it machine readable, and easy to read.**

Some do's and don'ts

- **Do: mention your skills**
- **Don't: give anything on an arbitrary scale. Use concrete words.**
- **Do: mention key achievements/projects.**
- **Don't: use a photo.***
- **Don't: use long wordy sections.**

Why the asterisk on photos?

- Not a thing in Australia or the US.
- Big thing in Europe!
- Europass
(<https://europa.eu/europass>) is a standardised resume for all of Europe - use if applying for roles overseas



Some sections for students:

- **Contact Details**
- **Current Role**
- **Education**
- **Experience**
- **Volunteering**
- **Skills**
- **Referees**

My Resume



THE UNIVERSITY OF
SYDNEY

Some Notes: Education

- **There's a point where your high school becomes unimportant**
- **Conversation: 2 weeks after ATAR release. CV: Probably just after graduating university (if not before)**
- **I'm in academia: I have a lot of detail here - you don't need this much!**

Experience

- **Current Positions first, in order of importance**
- **Chop and change based on relevance to role you're applying for**
- **For example: don't have my work w/ NSW Electoral Commission or Aus. Electoral Commission.**
- **Account for experience gaps (mostly for after you graduate)**

Volunteering

- **Important, particularly when the experience section is light on**
- **Focus on soft skills: leadership, community mindedness, being an all around top person.**

Skills

- **The most useful for engineers!**
- **If the role says “C++ desirable” you want to show you know C++, and evaluate how good you are.**
- **Technical skills that are in high demand: e.g. rapid prototyping, design, simulation are always desirable to put irrespective of the role.**
- **DON’T LIE OR OVERSTATE YOUR SKILLS. You aren’t “Proficient in Solidworks” if you are referencing your 1st year intro subject.**

How should I write my resume/CV?

- **If you know me, you know there's one thing I hate more than anything:**

How should I write my resume/CV?

- If you know me, you know there's one thing I hate more than anything: Microsoft Word.**

How should I write my resume/CV?

- **If you know me, you know there's one thing I hate more than anything: Microsoft Word.**
- **Solution: do it in LaTeX! (or use Europass if applying to Europe!)**

How should I write my resume/CV?

- **Fonts: go for a sans-serif (easy on the eyes, legible)**
- **12pt font – break it up into sections with whitespace**
- **Use dot points!**
- **Use action verbs!**

Achievement	Administrative	Communication	Creative	Financial
accelerated	arranged	addressed	authored	allocated
accomplished	channeled	arbitrated	changed	analyzed
achieved	charted	articulated	conceived	appraised
activated	collated	briefed	constructed	audited
attained	collected	communicated	created	balanced
competed	coordinated	conducted	developed	budgeted
earned	dispensed	contacted	devised	calculated
effected	distributed	conveyed	drafted	compiled
elicited	established	corresponded	established	computed
executed	executed	delivered	formulated	controlled
exercised	implemented	demonstrated	founded	disbursed
expanded	installed	edited	illustrated	estimated
expedited	maintained	entertained	influenced	figured
generated	offered	interviewed	introduced	financed
improved	ordered	informed	invented	forecasted
increased	outlined	lectured	launched	projected
insured	performed	mediated	originated	reconciled
marketed	prepared	negotiated	revamped	tabulated
mastered	processed	persuaded	revised	
obtained	provided	presented	staged	
produced	purchased	promoted	updated	
reduced	recorded	proposed	visualized	
reorganized	rendered	publicized		
reproduced	served	reported		
restructured	serviced	represented		
simplified	sourced	responded		
sold	supported	suggested		
solicited		translated		
streamlined		wrote		
succeeded				
upgraded				
Help/Teach	Lead/Manage	Plan/Organize	Research/Analytical	Technical
advised	chaired	allocated	detected	adapted
clarified	contracted	anticipated	determined	adjusted
coached	controlled	arranged	discovered	applied
collaborated	decided	catalogued	defined	built
consulted	delegated	categorized	derived	computed
	directed	classified	detected	constructed
		collected	designed	designed
			compared	diagnosed
			critiqued	engineered
			defined	experimented
			derived	maintained
			detected	modified
			determined	operated
			discovered	prescribed
			evaluated	programmed
			examined	proved
			explored	reinforced
			found	repaired
			inspected	resolved

Template? Sure!

Top tips

Be clear.

Be precise.

Be honest.

Be thorough.

What if I'm in research?

- **Your CV will have more sections, and will be a CV not a resume.**
- **I.e. Unrestricted in page limit, therefore restricted in who cares.**
- **Research experience, teaching experience, grants, publications, conferences, invited talks, honours and awards etc.**

Other things you can do for employability

- **Keep your LinkedIn up-to-date: it's your second resume/CV.**
- **Tailor your resume! A job in civil construction is unlikely to care about your 3-day stint in banking making coffees.**
- **If you code: a GitHub which is up to date, shows some key projects.**
- **If you want to go into academia: a website.**

Cover Letters

3 parts:

- 1. Why you're writing - the job, where you found it, why you're interested/a good fit.**
- 2. Your skills, why you're qualified, interest in job and organisation (1-2 paragraphs)**
- 3. Interest in an interview, thank them for their time/consideration.**

Dear Dr. 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 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 have 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

Source: Harvard

In summary:

- **A resume should be concise (it is not a CV).**
- **It should be clean, easy to obtain key information and not distract the reader.**
- **It should be concrete, and truthful.**
- **It serves a single purpose: to get you an interview by listing your background and qualifications. Leave the personality for the interview!**

Q&A

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