

# Post Doc, Ph.D.

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This document describes the basic structure of a resume, including common subheadings. It provides examples for sections of the resume (shown indented).

**Customize the order of the sections based on the job posting.** If a posting is about an entrepreneurial position, start with leadership experiences. If a posting is about wet lab, start with experience followed by lab skills.

## SUMMARY

This section (about 2-3 sentences) summarizes you as a scientist. Summary sections are optional, but can help tailor your resume to a specific job posting.

Accomplished cancer oncologist with extensive expertise in cancer melanoma and combination therapies in resistance context.

## EXPERIENCE

List, in reverse chronological order, your work experience. This can include research experience and/or teaching experience. Include your experience in graduate school and during your postdoctoral research. List your projects and make sure to use **strong action verbs** to describe what you accomplished in your project, in 1-2 sentences. Make sure to **quantify** the experience you have.

I **designed** and **conducted** **dozens** of collaborative research projects to study the effects of DrugA on ConditionB.

My investigation of DrugA resulted in **3** publications in Journal, including **2** first-author publications, as well as **4** invited conference presentations and **5** poster presentations.

I **elucidated** the mechanisms that cause interaction between ProteinA and ProteinB.

I **launched** a new initiative to promote research to undergraduate students, recruiting **10** new students to our research program.

I **mastered** the use of **Java, C and Python** while refining a machine learning protocol.

I **developed** an introductory course on Biology for a class of **120** undergraduate students, including **20** lectures and **15** lab practices.

## EDUCATION

List, in reverse chronological order, your educational history, starting with your undergraduate degree.

PhD. Biological and Biomedical Sciences Program. Graduate Medical School. 2007-2013

BSc. Biology. Minor in Economics. Undergraduate School. GPA 4.5/5. 2004-2007

## **HONORS AND AWARDS**

List any scholarships, fellowships, honors or other awards that you have received that are relevant to the job posting. For example, if applying to an academic position, listing supporting grants is helpful because it demonstrates your ability to obtain funding for your research.

Recipient of a Department of Defense Fellowship (2008-2010)

Received the “Best Talk” award at Conference (2005)

Received support from the National Institutes of Health to travel to Conference (2004)

Supported by a National Science Foundation Graduate Research Fellowship (2000-2003)

## **LEADERSHIP EXPERIENCE**

List any experiences you have in leading or managing activities, if they are relevant to the job posting.

Vice President of the PostDoc Association at Graduate Medical School

## **SKILLS**

List skills that you believe are relevant to the job posting. Be sure to include hard skills such as wet-lab experience and computational experience. Separately, list your soft skills (managing people, outreach, and other skills not directly relevant to the job posting but which may still be desired). Make sure to highlight (either bold or underline) the specific skills that are listed in the job posting.

**Techniques:** PCR, cell culture, microarray gene expression analysis, DNA and protein sequence analysis

**Computational Skills:** Python, R, Linux, data-mining, remote and cloud computing

**Other:** Technical writing, Adobe Photoshop, project management, Microsoft Office

## **PUBLICATIONS AND PRESENTATIONS**

List your recent and most relevant publications here, in reverse chronological order. Make sure to highlight (either bold or underline) your name in the list of authors. You can also include a list of selected, invited oral or poster presentations.

**Example action verbs** (from the [MIT Handbook of Technical and Scientific Writing](#)):

acted	computed	evaluated	negotiated	restored
analyzed	coordinated	executed	operated	reviewed
assembled	created	founded	organized	searched
assessed	demonstrated	implemented	performed	surveyed
briefed	designed	instructed	planned	synthesized
calculated	developed	invented	prepared	taught
coached	diagnosed	investigated	produced	tested
compared	directed	led	promoted	worked
compiled	edited	maintained	reported	wrote
composed	established	managed	researched	

**Example resume section headers** (from the [University of Wisconsin Superior career services](#)):

**Education**

Academic Background  
Academic Training  
Educational Background  
Educational Preparation  
Educational Qualifications  
Educational Training  
Education and Training  
Global Experience  
Related Coursework

**Awards and Honors**

Academic Honors  
Accolades  
Achievements  
Awards  
Commendations  
Distinctions  
Fellowships  
Scholarships

**Publications**

Conference Presentations  
Conventions  
Current Research Interests  
Dissertation  
Exhibits  
Papers  
Presentations  
Professional Presentations  
Professional Publications  
Research Grants  
Research Projects  
Thesis

**Activities**

Activities and Honors  
Affiliations  
Associations  
Athletic Involvement  
Civic Activities  
College Activities  
Community Involvement  
Extra-Curricular Activities  
Leadership Experience  
Professional Activities  
Professional Affiliations  
Professional Associations  
Professional Experience  
Professional Memberships  
Volunteer Work  
Volunteerism

**Special Skills and Training**

Areas of Experience  
Areas of Expertise  
Areas of Knowledge  
Areas of Specialization  
Career Related Skills  
Certifications  
Language Competencies  
Professional Certifications  
Professional Development  
Professional Qualifications  
Professional Skills  
Qualification Highlights  
Qualifications  
Special Training  
Technical Skills

**Experience**

Additional Experience  
Career Overview  
Career Progression  
Career Related Experience  
Corporate Experience  
Course Project Experience  
Employment History  
Internship Experience  
Military Background  
Practicum Experience  
Professional Background  
Related Course Projects  
Related Experience  
Work Experience