Creating a PhD Resume

BROWN
Center for Career Exploration

Differences between a CV & a Resume

	Curriculum Vitae	RESUME (or C.V. HYBRID RESUME for Industry Research)
Meaning	Latin "The Course of My Life"	French "Summary"
Document length	As many pages as needed	1-2 pages in most cases
What's included	Your complete academic history	Selected history
What it's for	Tailored to the ***type*** of position	Tailored to ***each*** individual position
Design layout	Standard section headings and content	Highly tailored section headings and content
How to write it	Include just the facts May use language understood by peers in your field	May include some self-promotion Should use common language to describe your roles and activities
Include references?	Yes	No (unless indicated)

Typical Resume Structure

- **Headings:** Name, Address, Contact Information, LinkedIn
- **Education Section:** Degree, Non-Degree, Certificate or any training that is matched to the position
- **Profile/Skills Section:** a summary of your qualifications
- **Experience Section:**
  - **Chronological Experience:** discuss highly matched experience, such as Research Scientist position in that specific industry
  - **Relevant Experience:** highlight most relevant experience, especially in that industry
  - **Skill Based Experience:** If applying for a position that is completely different from your field
- **Publication Section:** Usually selected publications that are related to the position
- **Awards:** Optional

Key Resume Points

- Put the most relevant information on the upper part of page one
- Incorporate the key words from the job description within context
- Highlight your transferable skills by explaining your roles, actions, and achievements instead of a plain description of the content

Consider describing your experiences with these action verbs:

Achievement
accelerated
accomplished
achieved
activated
attained
competed
earned
effected
elicited
executed
exercised
expanded
expedited
generated
improved
increased
insured
marketed
mastered
obtained
produced
reduced
reorganized
reproduced
restructured
simplified
sold
solicited
streamlined
succeeded
upgraded

Help/Teach
advised
clarified
coached
collaborated
consulted
counseled
educated
explained
facilitated
guided
helped
instructed
modeled
participated
taught
trained
tutored

Adminstrative
arranged
channeled
charted
collated
collected
coordinated
dispensed
distributed
established
executed
implemented
installed
maintained
offered
ordered
outlined
performed
prepared
processed
provided
purchased
recorded
rendered
served
serviced
sourced
supported

Lead/Manage
acquired
administered
approved
assigned
chaired
contracted
controlled
decided
delegated
directed
enlisted
governed
handled
initiated
instilled
instituted
managed
motivated
presided
recruited
retained
reviewed
selected
shaped
supervised

Communication
addressed
arbitrated
articulated
briefed
communicated
conducted
contacted
conveyed
corresponded
delivered
demonstrated
edited
entertained
interviewed
informed
lectured
mediated
negotiated
persuaded
presented
promoted
proposed
publicized
reported
represented
responded
suggested
translated
wrote

Plan/Organize
allocated
anticipated
arranged
catalogued
categorized
classified
collected
consolidated
convened
edited
eliminated
employed
gathered
grouped
monitored
organized
planned
regulated
scheduled
structured
summarized
targeted

Creative
authored
changed
conceived
constructed
created
developed
devised
drafted
established
formulated
founded
illustrated
influenced
introduced
invented
launched
originated
revamped
revised
staged
updated
visualized

Research/ Analytical
assessed
compared
critiqued
defined
derived
detected
determined
discovered
evaluated
examined
explored
found
inspected
interpreted
investigated
located
measured
observed
predicted
rated
recommended
researched
reviewed
searched
studied
surveyed
verified

Financial
allocated
analyzed
appraised
audited
balanced
budgeted
calculated
compiled
computed
controlled
disbursed
estimated
figured
financed
forecasted
projected
reconciled
tabulated

Technical
adapted
adjusted
applied
built
computed
constructed
designed
diagnosed
engineered
experimented
maintained
modified
operated
prescribed
programmed
proved
reinforced
repaired
resolved
restored
solved
specified
systematized
tested

RESUME #1: This student has successfully landed a scientist position at a top management consulting firm. Unlike other traditional consultant positions, her position requires an expertise in certain fields and strongly prefers applicants with advance degrees. Therefore, she listed her most relevant research projects on the first page and described them in a strategic way.

Student Name

Ph.D. Candidate in Earth, Environmental, and Planetary Sciences

Email Address

Office: MacMillan Room xxx Thayer and George Streets. Providence, RI 02912

tel: xxx.xxx.xxxx

Mailing: Dept. of Earth, Environmental, and Planetary (DEEP) Sciences
324 Brook Street, Providence, RI

EDUCATION

Ph.D.	**Department of Earth, Environmental, and Planetary Sciences, Brown University** Focus: Climate & Environment	Providence, RI 202 X (expected)
M. Sc.	**Department of Earth, Environmental, and Planetary Sciences, Brown University**	Providence, RI 202X
B. Sc.	**School of Physics, Peking University**	Beijing, China 201X
Exchange Program	**Department of Physics and Astronomy, Rice University**	Houston, TX 201X

RESEARCH EXPERIENCE

201x-present **Graduate Research Fellow**
Department of Earth, Environmental, and Planetary Sciences, Brown University

Project 1: The Andes and the Tropical Pacific Climate Simulation
Advisors: XXX

- Co-designed the project with advisors and found statistically significant correction for the model biases in the tropical Pacific by the modification of the topography setting of the Andes.
- Designed the climate model experiments and ran the Community Earth System Model (CESM) on Brown University supercomputer OSCAR.
- Performed model performance evaluation, model-observation comparison, and statistical significance test.
- Presented at American Geophysical Union Fall Meeting 2019, 2020, Ocean Sciences Meeting 2022 with different segments in this project. Was invited to present in Oceans, Climate Dynamics Seminar, Yale University in 2021.
- Awarded the IBES Graduate Research, Training and Travel Award in 2021.

Project 2: Detecting Topological Waves in the Atmosphere and Ocean
Advisor: XXX

- Collaborating in a NASA funded project in the Physics Department.
- Using the topology theory to explain the Poincare waves behavior in the upper atmosphere and the subsurface ocean.
- Performed time series filtering methods, spectrum analysis on the ERA5 reanalysis data, calculated cross-spectrum on different variables.
- Results will be presented in 23rd Conference on Atmospheric and Oceanic Fluid Dynamics
- In preparation of a high-impact article.

20lx-20lx	**Undergraduate Research Assistant** Department of Atmospheric and Oceanic Sciences, School of Physics

Project: The dynamical warming in the South Pole Stratosphere
Advisor: XXX

- Performed time series analysis correlation analysis on the NCEP reanalysis data.
- Explained the warming trend in the South Pole stratosphere with the contribution from dynamical downward air flow and ozone recovery
- Published an article as the second author

PUBLICATIONS

- **Author,** J.-E. Lee, B.Fox-Kemper, Y.Planton, and M.J. McPhaden. The Andes affect ENSO statistics. Journal of Climate, 2022. In review.
- **Author** and Jung-Eun Lee. The Andes and the southeast pacific cold tongue simulation. Journal of Climate, pages 1 – 41, 04 Nov. 2020. URL: https://journals.ametsoc.org/view/journals/clim/aop/jcliD190901/jcliD190901.xml, doi:10.1175/JCLI-D-19-0901.1.
- Xia, Y., **Author.**, Hu, Y.et al.Southern-Hemisphere high-latitude stratospheric warming revisit.Clim Dyn54,1671–1682 (2020). https://doi.org/10.1007/s00382-019-05083-7

TEACHING EXPERIENCE

Fall 20lx	**Teaching Assistant**: Brown University, Principles of Planetary Climate under J.E Lee.
Fall 202x	**Teaching Assistant**: Brown University, Introduction to Oceanography under S. Clemens.

CERTIFICATE

20lx-20lx	**Sheridan Teaching Seminar - Reflective Teaching.** Brown University.
20lx	**Winter 20lx GIS Institute:** Spatial Structures in the Social Sciences Fellow. Brown University.
20lx	**NASA Summer School on Satellite Observations and Climate Models.** Keck Institute for Space Studies (KISS), Pasadena, CA.
202x	**Ocean/Atmosphere Time Series Analysis: Theory and Practice** University of Hamburg, online
202x	**Reviewer for Journal of Physical Oceanography. American Meteorological Society**

LEADERSHIP EXPERIENCES

20lx	**Coordinator:** Climate and Environment Lunch Seminar, Brown University Department of Earth, Environmental and Planetary Sciences.
20lx-202x	**Coordinator**: Department of Earth. Environmental and Planetary Sciences (DEEPS), Science Teaching Education Program (STEP).
202x	**Peer Mentor:** Department of Earth. Environmental and Planetary Sciences (DEEPS) First Years Mentoring Program.
202x-202x	**Graduate Student Representative:** Department of Earth. Environmental and Planetary Sciences (DEEPS) Faculty Representative.

RELEVANT COURSE PROJECTS

Global Environmental Remote Sensing (201x)

- Used Landsat Thematic Mapper data to detect the active fire on 3 May 2016 in the town of Fort McMurray.
- Used Landsat data to calculate Normalized Difference Vegetation Index (NDVI) using ENVI software, and to investigate changes in central Brazilian land cover from 2000 to 2010.

Introduction to Atmospheric Dynamics (202x)

- Used the CMIP5 and PMIP data to compare the climate phenomena in modern climate and in Pliocene.
- Discussed the different ENSO pattern under these two climate backgrounds, and how the global teleconnection is different in these two climate scenarios.

Machine Learning for the Earth and Environment (202x)

- Used DBSCAN and K-means clustering methods to diagnose Central Pacific ENSO and Eastern Pacific ENSO climate patterns.
- Used Principal Component Analysis (PCA) and Nonnegative Matrix Factorization (NMF) to analyze ENSO related climate features, including changes in temperature, precipitation, geopotential height and sea level pressure.

Ocean, Cryosphere, and Sea Level Change (202x)

- Discussed the IPCC AR6 report, and developed standard experimental and conceptual approaches in climate science behind assessing (with certainty levels): observations, attribution of changes to human activities, and projections of future climates.
- Associated values of climate equity, human rights, and sustainable development with scientific and decision-making practices.
- Reviewed and tried to improve the Wikipedia Entries on Climate

SKILLS

Languages: English (full professional proficiency), Chinese (native), Cantonese (native)
Programming: MATLAB, Python

RESUME #2: This student successfully landed a job as a scientist in A.I. field at a medical device company. Instead of using the Research Experience section heading by listing everything in a chronological order, he used the relevant experience section heading to highlight his matched experience. He also demonstrates his leadership/ communication skills through his actual experience

Student Name

XXX_XXX@brown.edu | Tel No. | LinkedIn Page

EDUCATION

Brown University, Providence, RI — March 202X
Ph.D., Biomedical Engineering
Doctoral Certificate, Data Science

Clemson University, Clemson, SC — May 201X
B.S., Bioengineering

University of Oxford Machine Learning Summer School, Oxford, UK — August 202X

RELEVANT SKILLS & TRAINING

- **Data Science:** Medical image processing and analysis, machine learning, deep learning, transfer learning, statistics, exploratory data analysis, feature engineering, cloud computing, GPU computing, big data
- **Engineering:** Biomechanics, physiology, medical imaging (MRI, CT, microscopy), histology, optical motion capture, wearable force sensors, force plate gait analysis, mechanical testing, Certified SolidWorks Associate (CSWA), qPCR
- **Programming Languages:** Python, R, MATLAB, Julia, Unix/Bash/PowerShell, MySQL, Arduino
- **Leadership/Communication:** Led Python/AI workshop series for biomedical engineers (20-40 attendees), presented research at conferences/seminars (50-200 people), educated high school students at National Biomechanics Day outreach events (150 students), supervised capstone project for 2 data science master's students, teaching assistant (cell and molecular biology)

RELEVANT EXPERIENCE

Graduate Research Assistant — September 201X-Present
Brown University

- Identified clinical need for noninvasive, objective measure of knee health and designed fully automated, end-to-end quantitative MRI AI data processing pipeline to address the clinical need in collaboration with a team of clinicians, MR physicists, engineers, and statisticians
- Automated semantic image segmentation of the anterior cruciate ligament from MRI using a convolutional neural network (reduced processing time from 2 hours to 30 seconds)
- Identified novel image features for machine learning model to predict ligament structural properties *in vivo* from MRI data and demonstrated that the model predictions are a biomarker for future surgical outcomes
- Validated methods for post-acquisition harmonization of quantitative MRI across scanners
- Led team of 5 data scientists and biomedical engineers to develop deep learning algorithm for post-acquisition metal susceptibility artifact correction in MRI

Machine Learning Project — September 201X-December 201X
Brown University

- Collaborated with team of data scientists to analyze large time series weather, pharmacy, and health clinic datasets
- Used exploratory data analysis methods to identify features in the data related to influenza case rates
- Trained machine learning model to predict the weekly influenza case rate with <5% mean absolute error

Research Intern June 201x-August 201x

Bioengineering Core, Rhode Island Hospital

- Acquired *in vivo* MRI T_2* relaxometry data on porcine subjects and processed by creating custom MATLAB data processing pipeline to evaluate meniscus response to anterior cruciate ligament surgery
- Integrated and analyzed data across imaging modalities (MRI, histology images)
- Assessed gait changes post-surgery with force sensor walkway
- Measured soft tissue structural properties with mechanical testing system

Cooperative Education Liaison August 201x-May 201x

Clemson University Biomedical Engineering Innovation Campus

- Collaborated with multidisciplinary team of engineers and surgeons to develop a novel arthroscopic surgical device to optimize hernia mesh tension during surgery
    - Prototyped device with computer-aided design software
    - Validated tension measurements *ex vivo* with a mechanical testing system and *in vivo* on porcine subjects
- Evaluated 3-dimensional time series kinematics data of total knee replacement designs using a mechanical testing system and optical motion capture

Undergraduate Researcher March 201x-May 201x

Clemson University

- Constructed instrumented ballet shoe using load sensors and Arduino Uno microcontroller for remote wearable sensing and signal processing of biomechanics time series data during common ballet movements

Undergraduate Researcher June 201x-July 201x

Royal Veterinary College—University of London

- Conducted qPCR and nitrite (Griess) assays to examine the nitric oxide pathway in oysters
- Analyzed large datasets from qPCR

SELECTED PUBLICATIONS

3 of 5 refereed journal articles, 12 conference presentations, 4 additional manuscripts submitted/in minor revision stage.

Author, Kiapour AM, Edgar DJ, Murray MM, Fleming BC. Automated magnetic resonance image segmentation of the anterior cruciate ligament. J Orthop Res. 2021 Apr;39(4):831-840. doi: 10.1002/jor.24926. Epub 2020 Dec 7. PMID: 33241856; PMCID: PMC8005419.

Author, Kiapour AM, Edgar DJ, Murray MM, Beveridge JE, Fleming BC. A transfer learning approach for automatic segmentation of the surgically treated anterior cruciate ligament. J Orthop Res. 2021 Jan 17. doi: 10.1002/jor.24984. Epub ahead of print. PMID: 33458865.

Author, Beveridge JE, Proffen BL, Walsh EG, BEAR Trial Team, Kramer DE, Murray MM, Kiapour AM, Fleming BC. Predicting anterior cruciate ligament (ACL) failure load with T_2* relaxometry and machine learning as a prospective biomarker for revision surgery. Sci Rep. 2022 (Submitted for initial review).

RESUME #3: This student successfully landed a senior research chemist position at a chemical company. She incorporate several key terms that are emphasized in the job description and highlighted her roles and activities throughout her experience

Student Name

Waterman Street, Providence, RI, 02906 +1 (xxx) xxx-xxxx

xxx_xx@brown.edu www.linkedin.com/in/xxxxx-xx

EDUCATION

Brown University, Providence, RI — Sept. 201x - Present

Ph.D. Candidate in Chemistry, Advisor: Dr. XXX

Jilin University, Changchun, China — Aug. 201x - Jul. 201x

Bachelor of Science in Chemistry

SKILLS

Lab skills: Analytical skills (ICP-MS, ICP-OES, GC, HPLC, FTIR, UV-vis, FL, XRD, Raman, BET, TGA), Electron microscopy (SEM, TEM), Bacterial cultural (*E. coli*), Bacterial transformation, Microwave digestion, Gel electrophoresis, Electrochemistry techniques, Glovebox operation

Software: OriginLab, ChemDraw, UCSF Chimera, Adobe Illustrator, Autodesk 3ds Max, Microsoft Office

RESEARCH EXPERIENCE

Research assistant, Department of Chemistry, Brown University — 201x - Present

- Designed and executed experiments to study the arsenic removal efficiency of engineered *E. coli* for point-of-use drinking water remediation and compared the performance of the biosorbents with conventional inorganic sorbents
- Constructed magnetic nanoparticles labeled *E. coil* for bacterial separation and compared the separation effectiveness with hollow fiber membranes
- Operated ICP-MS for arsenic and rare earth elements analysis in complex matrices such as beverages and high salt solutions and conducted routine maintenance for the instrument
- Communicated with technical specialists for analytical method optimization and troubleshooting
- Managed the ordering of lab consumables and services, cooperated with EHS on lab safety, and assisted in the delivery and installation of an ICP-MS instrument

Undergraduate research assistant, Department of Chemistry, Jilin University — May 201x - Jun. 201x

- Evaluated the catalytic activities of metal sulfide materials for water splitting and characterized the materials by XRD and SEM
- Characterized coffee grounds-based carbon materials by XPS and Raman
- Defended the honors thesis in a jury of 3 professors and 20 undergraduate researchers

Research assistant, Department of Chemical and Biochemical Engineering, Rutgers University — Jul. - Sept. 201x

- Synthesized palladium nanoparticles embedded porous biomass carbon materials
- Evaluated the catalytic activities of the materials for hydrazine oxidation reaction (HOR) and characterized BET and TGA for the carbon material

LEADERSHIP EXPERIENCE

Project leader, Brown University Jun. 201x - Present

- Led a group of 4 undergraduate students with chemistry, engineering, and public health backgrounds to participate in Environmental Protection Agency's (EPA) P3 Student Design Competition
- Developed protocols for and mentored undergraduate students to conduct scientific research in the lab
- Delivered poster presentation at the EPA national conference

Teaching Assistant, Brown University Sept. 201x- Dec. 202x

- Assisted and prepared materials in teaching Introductory Chemistry to 200 first-year undergraduates
- Co-taught review lectures, conference sections, and office hours
- Independently instructed weekly labs for Inorganic Chemistry and Organic Chemistry I and II

Project leader, Jilin University May 201x - Mar. 201x

- Led and managed a team of 3 undergraduate students to participate in the National Undergraduate Innovative Research Project Competition and won the second prize in the department
- Synthesized carbon dots (CDs) and applied them for glyphosate detection in environmental water samples
- Delivered the project proposal and report presentations at the department

PUBLICATIONS

- **Author**; Mendoza-García, A.; Ahmed, Z.; Hammoudeh, M.; Ayers, A.; Tan, S.; Colvin, V. L., Living filters for removing arsenic from drinking water. *In preparation.*
- Wang, L.; **Author**; Gao, J.; Li, Y.; Ding, H.; Ding, L., Carbon dots based turn-on fluorescent probes for the sensitive determination of glyphosate in environmental water samples. *RSC Advances* **2016,** *6* (89), 85820-85828.
- Wang, L.; **Author**; Hou, J.; Li, H.; Xu, Y.; Wang, B.; Ding, H.; Ding, L., Facile, green and clean one-step synthesis of carbon dots from wool: Application as a sensor for glyphosate detection based on the inner filter effect. *Talanta* **2016,** *160*, 268-275.

CONFERENCES AND POSTER

PRESENTATIONS **2020 MRS Fall Meeting** Nov. 202x

- Author, A. Mendoza-García, Z. Ahmed, V. Colvin*. Living Sorbents for Arsenic-Contaminated Drinking Water Remediation.

The 9th NANO Conference Nov. 202x

- Author, Z. Ahmed, M. Hammoudeh, V. Colvin*. Magnetically Engineered Biosorbent for Arsenic Removal from Drinking Water.

U.S. Environmental Protection Agency's (EPA) 15th Annual People, Prosperity and the Planet (3P) National Student Design Competition, Boston, MA Jun. 201x

- Z. Ahmed, Author, C. Masterson, Y. Hu, V. Colvin*. Magnetic Nanocomposite for Water Remediation - One in a Billion: Living Filters for Arsenic Removal.

RESUME #4: This student successfully landed a software engineering position at a major tech company. He put his coding projects developed during his M.S. in CS program on page one to highlight his relevant experience and leave his academic publications for his doctoral study in Cognitive Sciences on page two.

Student Name

Tel. +1(xxx)xxx-xxxx, Email: xxx@brown.edu

EDUCATION

Brown University — **Providence, RI**
Master of Science in Computer Science (in progress) — September 201x – May 202x (expected)
Doctor of Philosophy in Cognitive Science (in progress) — September 201x – May 202x (expected)

Illinois State University — **Normal, IL**
Master of Science in Cognitive and Behavioral Science — September 201x – August 201x

Zhengzhou University — **Zhengzhou, China**
Bachelor of Science in Applied Psychology — September 200x – June 201x

RESEARCH PROJECTS

European H202x Crowdbot Project — **September 201x – Present**
@INRIA, Rennes, France. Supervisor: XXX, Ph.D.

- Built a python data structure for multi-agent motion tracking data, which sped up data processing by 10x compared to the previous MATLAB structure
- Automated data processing (missing value handling, rotation, filtering, and labeling) in Python, which turns raw data into analysis-ready data
- Wrote algorithms to detect pedestrian sub-group in a crowd, which provided important labels for analysis
- Data visualization using animations and graphs in Python

Computational Modeling of Pedestrian Locomotion — **September 201x – Present**
@Brown University, Providence, RI. Supervisor: XXX, Ph.D.

- Built interactive VR environment in Python for behavioral experiments
- Implemented sensor fusion algorithm that combines a slow but accurate signal and a fast but inaccurate signal. The combined signal is accurate and fast, which solved the dizziness caused by VR display
- Implemented numerous ODE models of pedestrian locomotion
- Automated parameter optimization and model validation. Sped up the model fitting by 4x by parallelization

CLASS PROJECTS

Java as A Second Language — **Spring 201x**
@Illinois State University, Normal, IL

- Learned the basic concepts of Java and object-oriented programming, data structure, and algorithm
- Wrote applications for searching, data IO, and algorithmic problem solving
- Final project: Built a 2d motion-control game in c# (quickly self-taught), working in a team of 2 people

Deep Learning — **Fall 201x**
@Brown University, Providence, RI

- Built a CNN in TensorFlow, which can classify handwritten digits (MNIST) at 97% accuracy
- Built a LSTM network, which can produce partially acceptable translations from French to English in a given corpus
- Built an Actor-Critic model, which can find the optimal action policy for the car-pole task in OpenAI Gym
- Built a GAN model, which can generate fake but familiar celebrity faces
- Final project: Kaggle competition on Human Protein Atlas, working in a team of 4 people. We applied transfer learning to protein detection

Machine Learning — **Spring 201x**
@Brown University, Providence, RI

- Built a Naïve Bayes classifier in Python, which can correctly label handwritten digits (MNIST) at 84% accuracy
- Built a classifier using regularized logistic regression, which solved overfitting problem and can classify breast cancer (UCI Breast Cancer Wisconsin Data Set) at 88% accuracy
- Built an SVM classifier with kernel method, which can label spam/ham email (Spambase dataset) at 91% accuracy
- Built a Decision Trees classifier that can predict the results of chess games (UCI Chess dataset) at 96% accuracy
- Built a K-means classifier that can distinguish different handwritten digits without supervision

AWARDS

2018 Hyundai Visionary Challenge Winner Team (Hyundai Motor Group, 201x); Lucy Jen Huang Hickrod Award (Illinois State University, 201x); National Motivational Scholarship (Ministry of Education of China, 201x)

Journal Publications:

Jordan, J. S., Schloesser, D. S., **Author**, & Abney, D. (2018). Multi-Scale Contingencies During Individual and Joint Action. *Topics in Cognitive Science*.

Wagman, J. B., Stoffregen, T. A., **Author**, & Schloesser, D. S. (2017). Perceiving nested affordances for another person's actions. *Quarterly Journal of Experimental Psychology*.

Wagman, J. B., **Author**, & Smith, P. J. K. (2016). Nesting in perception of affordances for stepping and leaping. *Attention, Perception, & Psychophysics*, 78(6), 1-10.

Liu, H., Liu, Y., Huang, X., & **Author** (2014). IAT on the Network Altruistic Behavior Tendency of College Students. *Psychology*, 5(7), 609-616.

Conference Proceedings:

Author, & Warren, W. (2018). Testing models of speed control in 1D pedestrian following. Journal of Vision, 18(10), 1034-1034.

Author, Carten, A., Wagman, J. B., Smith, P. J. K., & Day, B. M. (2015). Connecting the dots in perception of affordances for stepping. In J. Weast-Knapp, M. Malone, & D. Abney (Eds.). *Studies in Perception and Action XIII. Proceedings from the Eighteenth International Conference on Perception and Action.* (pp. 175-178). New York: Taylor and Francis Group.

Conference Talks:

Author, Warren, W. H. (2019, May). The relative rate of optical expansion controls speed in 1D pedestrian following. Will be presented at the *19th annual meeting of the Vision Science Society*. St. Pete Beach, FL.

Schloesser, D. S., **Author**, Abney, D. H., & Jordan, J. S. (2015, July). Recurrence in individual and joint action coordination. Presented at the *4th Bi-annual Meeting of the Society for Complex Systems in Cognition Science*. Pasadena, CA.

Conference Posters:

Author, Warren, W. H. (2018, May). Testing models of speed control in 1D pedestrian following. Poster presented at the 18th annual meeting of the Vision Science Society, St. Pete Beach, FL.

Jordan, S. J., **Author**, & Schloesser, D. S. (2016, Nov.). Compatibility Effects Due to Intended and Unintended Action Effects in a Continuous Control Task. Poster presented at *the 57th annual meeting of the Psychonomic Society*, Chicago, IL.

Schloesser, D. S., **Author**, Abney, D. H., & Jordan, J. S. (2015, Nov.). Comparing Performance and Coordination Dynamics of Dyads and Individuals in a Computer Control Task. Poster presented at *the 56th annual meeting of the Psychonomic Society*, Chicago, IL.

Schloesser, D. S., Wagman, J. B., Stoffregen, T. A., & **Author** (2015, Nov.). Perceiving nested possibilities for behavior for another person. Poster presented *at the 56th annual meeting of the Psychonomic Society*, Chicago, IL.

Schloesser, D. S., **Auhtor**, Abney, D. H., & Jordan, J. S. (2015, July). Giving dyads the silent treatment: Anticipatory joint action and the need for external action feedback. Poster presented at the *Thirty-seventh Annual Conference of the Cognitive Science Society*. Pasadena, CA.

Schloesser, D. S., **Author**, Abney, D. H., & Jordan, J. S. (2015, July). Joint Action Coordination in a Computer Control Task. Submitted to *the 6th Bi-annual Joint Action Meeting*. Budapest, HU.

Author, Carten, A., Wagman, J. B., Smith, P. J. K., & Day, B. M. (2015, July). Connecting the dots in perception of affordances for stepping. Poster presented at *the Eighteenth International Conference on Perception and Action*, Minneapolis, MN.

Book Chapters:

Jordan, J. S., Cialdella, V., Schloesser, D. S., & **Author** (2018). Forms of Bias in Cognitive Science. In T. L. Hubbard (Eds.), *Spatial Biases in Perception and Cognition* (pp. 350-365). Cambridge University Press: Cambridge, UK.

Jordan, J. S., **Author**, Cialdella, V., & Schloesser, D. S. (2016). Foregrounding the background: Cognitive science as the study of embodied context. In E. Dzhafarov & J. S. Jordan (Eds.*), Contextuality from physics to psychology* (pp. 1-23). Springer: Berlin.

RESUME #5: This student successfully landed a generalist position at a top management consulting firm. She listed her academic and non-academic experience in a strategic way and highlighted her achievements and the transferable skills that are essential for consulting position.

Student Name

Email: xxx@gmail
Phone: (xxx) xxx-xxxx
Address: xxx Kinsley Ave, Unit xxx
Providence, RI 02909

EDUCATION

Brown University, *Ph.D. in Pathobiology,* Providence, RI **expected December 202x**

- GPA: 4.0/4.0
- Predoctoral Individual National Research Service Award, 2019 (3 years full funding; top 20% of applicants)
- Brown Respiratory Research Program Grant Recipient, 2017 (2 years full funding; top 5% of applicants)

Colgate University, *B.A. in Molecular Biology*, Hamilton, NY **201x**

- GPA: 3.71/4.00 (magna cum laude); Christopher Oberheim Award for Research, 2015 (top 10% of students)

PROFESSIONAL EXPERIENCE

Brown University, *Graduate Research Fellow*, Providence, RI **201x - present**
Doctoral Research: "A turn of phase: regulation of fungal cell fate via protein phase separation"

- Managed three research projects and a team of four researchers to identify novel fungal protein functions
- Delivered key data analysis and co-first author manuscript submission three months ahead of target deadline by spearheading new experiments in the lab and initiating collaborations with scientists across disciplines
- Analyzed data sets via univariate techniques and microscopy imaging software to confirm central hypotheses
- Presented thesis research at three conferences, including the top global meeting on disordered proteins
- Received Sidney Frank Fellowship in recognition of academic and research excellence (top 10% of students)

Brown University, *Teaching Assistant*, Providence, RI **201x**

- Led laboratory class of fifty students to develop and test hypotheses related to bacterial identification
- Organized large data sets for lectures and graded exams on tight deadlines in conjunction with lab professor

National Institutes of Health, *Post-baccalaureate Research Fellow*, Bethesda, MD **201x – 201x**

- Developed new cellular assay to model protein mis-localization in human cancer and verify key hypothesis
- Initiated small molecule screen to successfully identify potential compounds for treatment of breast cancers
- Published co-author paper and presented research at NIH meeting; received top poster prize (20% of fellows)

LEADERSHIP & COMMUNITY INVOLVEMENT

Graduate Student Representative, *Dean of Biology and Medicine Search Committee* **202x - present**

- Collaborated with faculty, staff, medical students, and consultants through interviews, resume reviews, and in-person site visits to devise a short list of future deans
- Sought feedback on candidates and organized graduate student input for committee presentations

Advisor and Co-founder, *Brown Peer Mentors Program* **201x - present**

- Served as mentor to first-year students for success in graduate school; grew mentor volunteers from 5 to 20
- Worked directly with university deans to organize activities and seminar series related to academic and industry networking, women in STEM, and mental health
- Increased Peer Mentor funding by 50% through re-allocation of unused Graduate School funds

PUBLICATIONS

1. Frazer, C.*, **Author***, et al. (202x). Epigenetic Cell Fate in *Candida albicans* is Controlled by Transcription Factor Condensates Acting at Super-Enhancer-Like Elements. *Nature Microbiology*, 5(11), 1374-89. (Journal Impact Factor: 14.3) * denotes equal contribution

ACTIVITIES & INTERESTS

- **Professional memberships:** Sigma Xi Scientific Honor Society, American Association for the Advancement of Science, American Society for Microbiology
- **Extracurriculars:** social committee volunteer for Brown International Society for Pharmacoepidemiology chapter; Brown Academic Technology Steering Committee member; Brown Medical Venture Group member
- **Interests:** long distance running, downhill skiing, yoga, gluten-free baking, reading poetry

RESUME #6: This student successfully landed a UX researcher position at a major commercial bank. She used the title of Qualitative Researcher instead of Graduate Researcher to emphasize the essential skill required by such type of position. Her other experience also highlights her project management and people skills.

Student Name, PhD

xxx@gmail.com • www.linkedin.com/xxx

EDUCATION

PhD in Anthropology, Brown University — March 202x
Master's in Anthropology, Brown University — May 201x
Bachelor's in Anthropology, The George Washington University — May 200x
Summa Cum Laude, Phi Beta Kappa, minors in Linguistics & Cross- Cultural Communications

Qualitative Researcher | Anthropologist

PhD-level educated, bilingual, qualitative researcher with more than 10 years of experience, both in-person and online. Driven by curiosity and a commitment to understanding how people make sense of their worlds. A life-long learner, eager to incorporate new skills, technologies, and processes to her toolkit.

SKILLS

Project Management • Research Design & Implementation • Qualitative Research • Ethnography • Interviews • Discourse Analysis • Digital Ethnography • Contextual Inquiry • Narrative Analysis • Sensory Analysis • Observation • Data Analysis • Survey Design • Grant Writing • Report Writing • Communication • Public Speaking • Pedagogy • Mentoring • Spanish

PROFESSIONAL EXPERIENCE

Qualitative Researcher, Brown University — 08/201x-present

- Conducted long term (15 months), multi-sited ethnographic research project including observation and participant observation, semi-structured interviewing, audio transcription, and discourse and semiotic analysis.
- Recruited over 75 participants and managed participant consent, privacy, and confidentiality.
- Presented research findings to multiple stakeholders including academic audiences, funders, scholarly publications, and public lectures and publications.
- Awarded multiple research grants and fellowships (including NSF and Wenner-Gren) and managed grant funding and administration.

Assistant Professor of Anthropology (Adjunct), Mercer County Community College — 09/202x – present

- Lead instructor for Introduction to Anthropology at a small community college in Mercer County, NJ.
- Effectively craft and deliver dynamic presentations making complex content digestible and compelling to stake holders.
- 1:1 mentoring, training students in ethnographic research methods, and oversee small-scale digital ethnographic research projects.

Research Associate, The Pandemic Journaling Project — 11/202x –05/ 202x

- Primary administrative manager to a public-facing, interdisciplinary research team documenting the lived experiences of the COVID-19 pandemic across the globe. Provided research support, including ethics evaluations, grant review, literature prep, and data analysis.
- Project manager for a remote team of research assistants, translating needs and goals of project directors into action items assigned and delegated to team members, maintaining project timelines, and overseeing the administration and programing of a large-scale survey.
- Translated research instruments and public-facing materials into Spanish and managed communication with Spanish-speaking research participants. Crafted social media and recruitment strategies for under-represented communities.

Teaching Assistant, Brown University — 09/201x – 12/202x

- Served as a guest lecturer and teaching assistant for undergraduate courses including Urban Anthropology, Ethnographic Research Methods, Culture and Health, and Linguistic Anthropology.
- Designed and implemented pedagogical activities, including multiple syllabi, reading groups, and methods workshops.
- 1:1 mentoring of students through diverse projects

Mellon-Sawyer Fellow, Center for Latin American Studies, Brown University — 07/201x – 06/201x

- Organized and managed logistics for multiple lectureship series, including acquiring funding, assisting with travel arrangements, managing budgets, and acting as day-of event manager.
- Designed and oversaw public and scholarly events on a common theme, including a music festival, juried literary competition and special issue magazine, interdisciplinary symposium, and scholarly workshops and seminars.
- Produced written and multimedia reports on activities and their scholarly and community significance for multiple stakeholders.
- Collaborated with cross-functional, interdisciplinary team of scholars and administrators.

Program Assistant, Educational Travel Adventures — 10/201x –07/ 201x

- Provided administrative and organizational support to a fast-paced, industry leader in international student travel and education programs ranging from 9-300 participants.

RESUME #7: This resume landed interview of industrial research fellow position at a big pharmaceutical company that focuses on data and evidence with strong problem solving skills. It uses many numbers and action verbs that highlights achievement and data driven experience.

Student Name

Phone: (XXX) XXX-XXXX | E-Mail: XX_XXX@brown.edu

EDUCATION

Brown University, *Ph.D., Epidemiology*, 4.0/4.0 GPA Providence, RI | **Expected Graduation May 202x**
Published 8 peer-reviewed manuscripts in international high impact factor journals (4/8 first-authored) | Presented research in 3 international conferences | Awarded a scholarship of $550K for graduate studies | Awarded monthly funding for independent research through Brown's Presidential Fellowship (202x–202x), 10/1,200 students selected | Awarded $500 for Outstanding Doctoral Student Publication (202x) | Managed a budget of $1,000 for Latinos in Public Health organization as Founding Chair of Leadership

University of Washington, *M.P.H., Health Metrics and Evaluation*, 3.88/4.0 GPA Seattle, WA | **Graduation August 202x**
Published 5 peer-reviewed manuscripts in international high impact factor journals (2/5 first-authored) | Awarded Post-Bachelor Fellowship, $120K for graduate studies and full-time research position | Awarded $2,000 for Tuberculosis Junior Investigator Award

University of Nebraska, *B.A., Computation Sociology*, 3.99/4.0 GPA Lincoln, NE | **Graduation May 201x**
Awarded a scholarship of $50K for undergraduate studies | Presented research in computational methods conference | Twice awarded $1,000 for Alan Bates Outstanding Undergraduate Award | Awarded $1,300 for Ed A. Munoz Latina/o Research Excellence Award

TECHNICAL PROFICIENCIES

Software with high proficiency: R (commonly used packages: data.table, ggplot2, lmer, survival), STATA, SAS
Software with familiarity: Python (commonly used libraries: Pandas, NumPy, SciKit, TensorFlow), SQL, Java

PROFESSIONAL EXPERIENCE

Brown University School of Public Health, *Presidential Fellow* Providence, RI | September 202x – Present

- Lead fundamental COVID-19 epidemiology research for multiple peer-review publications in a multidisciplinary team comprised of statisticians, epidemiologists, and computer scientists using surveillance and inpatient hospitalization data
- Implement time-series analyses and multilevel models to investigate the impact of interventions on transmission dynamics
- Synthesize large inpatient hospitalization and mortality datasets from 12 countries for over 50 chronic conditions to assess the impact of health system recover programs using causal inference methodologies
- Deliver quarterly presentations to the World Health Organization (WHO) and Bill and Melinda Gates Foundation (BMGF)
    - Awarded $1 million grant from BMGF and $600K from the UK Health Foundation to continue research

Institute for Health Metrics and Evaluation, *Post-Baccalaureate Fellow* Seattle, WA | September 201x – August 202x

- Served as the primary modeler of an interdisciplinary and collaborative team that aimed to measure the morbidity and mortality attributable to tuberculosis (TB) and HIV for 204 countries and territories from 1990 to 2020
- Assisted in the development and implementation of novel modeling strategies leveraging very large datasets of disease surveillance, insurance claims, and hospitalizations across 100+ countries
- Utilized a multitude of analytical techniques including Bayesian meta-regressions, ensemble models, Bayesian compartmental models, LASSO techniques, and mixed-effects models for synthesizing heterogeneous data sources
- Presented to the Bill and Melinda Gates Foundation (BMGF) and to 10+ different ministries of health across the world

National Center for Education Statistics, *Survey Methods Junior Fellow* Washington D.C. | May 201x – September 201x

- Investigated temporal and geographic trends in education outcomes and competencies using large international datasets among adolescents to inform international benchmarks
- Implemented a series of statistical analyses to standardize new data sources such as missing-data imputation, data harmonization, and latent class analyses
- Contributed analyses, visualizations, and write-ups for federal decision makers to inform domestic education policies

LEADERSHIP EXPERIENCE

Institute for Health Metrics and Evaluation, *Consultant/Researcher* Seattle, WA | September 202x – Present

- Consult on statistical analyses and methodologies for estimating country-specific burden of various diseases
- Refine Bayesian disease prediction models and methodologies while mentoring 6 new disease modelers
- Publish several academic papers with mentees while contributing to $1.3 million BMGF award to collaborate with the WHO

Brown University School of Public Health, *Lead teaching assistant (TA)* Providence, RI | September 202x – December 202x

- Served as lead TA for 2 intermediate epidemiology course integrating causal inference into observational studies
- Provided guest lectures (50+ graduate students), led small group discussions on mathematical notation, and crafted exams
- Improved course outcomes from previous years: TA teaching effectiveness from 4.3 to 4.8/5, course GPA from 3.2 to 3.5

SELECT PUBLICATIONS

Author, Basting A, Chu HT, Ma J, Zhang M, Vongpradith A, Novotney A, Dalos J, Zheng P, Murray CJL, Kyu HH. Global-, Regional-, and National-Level Impacts of the COVID-19 Pandemic on Tuberculosis Diagnoses, 2020–2021. *Microorganisms*. 2023 Aug 30;11(9):2191.

Kyu HH, **Author**. What is the impact of the COVID-19 pandemic on tuberculosis? *The Lancet Global Health*. 2023 Sep;11(9):e1323–4. PubMed PMID: 37591572.

Author, Zou L, Chrysanthopoulou SA, Giovenco D, Khanna AS, Lurie MN. Community Mitigation Strategies, Mobility, and COVID-19 Incidence Across Three Waves in the United States in 2020. *Epidemiology*. 2023 Jan 30;34(1):131–9. PubMed PMID: 36137192.

Ma J*, Vongpradith A*, **Author***, Novotney A, Yi S, Lim K, Hay SI, Murray CJL, Kyu HH. Progress towards the 2020 milestones of the end TB strategy in Cambodia: estimates of age and sex specific TB incidence and mortality from the Global Burden of Disease Study 2019. *BMC Infectious Diseases*. 2022 Dec 3;22(1):904. PubMed PMID: 36463098 *Co-first authorship

Author, Lurie P, Yorlets RR, Daly G, Chrysanthopoulou S, Lurie MN. Spurious early ecological association suggesting BCG vaccination effectiveness for COVID-19. *PLoS One*. 2022 Sep 20;17(9):e0274900. PubMed PMID 36125984.

Kyu HH, Vongpradith A, Sirota SB, Novotney A, Troeger CE, Doxey MC, Bender RG, **Ledesma JR**, Biehl MH, …, Hay SI, Murray CJL. Age–sex differences in the global burden of lower respiratory infections and risk factors, 1990–2019: results from the Global Burden of Disease Study 2019. Lancet Infect Dis. 2022 Nov;22(11):1626–47.

Ross JM, Xie Y, Wang Y, Collins JK, Horst C, Doody JB, Lindstedt P, **Author**, Shapiro AE, Hay SI, Kyu HH, Flaxman AD. Estimating the population at high risk for tuberculosis through household exposure in high incidence countries: a model-based analysis. *EClinicalMedicine*. 2021 Nov 21;42. PubMed PMID: 34870135.

Author, Ma J, Vongpradith A, Maddison ER, Novotney A, Biehl MH, …, Hay SI, Murray CJL, Kyu HH. Global, regional, and national sex differences in the global burden of tuberculosis by HIV status, 1990-2019: results from the Global Burden of Disease Study 2019. *The Lancet Infectious Diseases*. 2021 Sep 23; PubMed PMID: 34563275.

Author, Ma J, Zheng P, Ross JM, Vos T, Kyu HH. Interferon-gamma release assay levels and risk of progression to active tuberculosis: a systematic review and dose-response meta-regression analysis. *BMC Infectious Diseases*. 2021 May 22;21(1):467. PubMed PMID: 34022827.

Kyu, HH, Maddison ER, Henry NJ, **Author**, Wiens KE, …, Vos T, Hay SI, Murray CJL. 2018. Global, regional, and national burden of tuberculosis, 1990–2016: results from the Global Burden of Diseases, Injuries, and Risk Factors 2016 Study. *The Lancet Infectious Diseases*. 2018 Dec;18(12):1329-1349. PubMed PMID: 30507459.

Wiens KE, Woyczynski LP, **Author**, Ross JM, Zenteno-Cuevas R, Goodridge A, Ullah I, Mathema B, Djoba Siawaya JF, Biehl MH, Ray SE, Bhattacharjee NV, Henry NJ, Reiner RC Jr, Kyu HH, Murray CJL, Hay SI. 2018. Global variation in bacterial strains that cause tuberculosis disease: a systematic review and meta-analysis. *BMC Medicine*. 2018 Oct 30;16(1):196. PubMed PMID: 30373589.

SERVICE: Served as an independent peer-reviewer for 6 epidemiologic and modeling studies in Nature, Lancet, and BMJ journals

CONFERENCE PROCEEDINGS

Author, Lin Z, Chrysanthopoulou SA, Khanna A, Lurie, MN. The impact of non-pharmacological interventions and mobility on COVID-19 incidence across three waves of infections in the United States in 2020. Society for Medical Decision Making's 43rd Annual Meeting. November 2021.

Author, Ma J, Vongpradith A, Maddison ER, Novotney A, Biehl MH, Kyu HH. Sex differences in the global burden of tuberculosis by HIV status, 1990–2019: results from the Global Burden of Disease Study 2019. 52nd Union World Conference on Lung Health. October 2021.

Author, Maddison ER, Ross JM, Henry NJ, Biehl MH, Shields C, Reiner R, Vos T, Hay SI, Murray CJL, Kyu HH. Tuberculin skin test induration diameter and risk of progression to active tuberculosis: a systematic review and Bayesian meta-analysis. 4th Annual Tuberculosis Symposium. September 2019.

RESUME #8: This resume landed several management consulting interviews at major consulting firms. It highlights achievements and impact by using numbers and stastics.

Student Name

X Alumni Avenue, Number X | Providence, RI 02906 | Phone: (xxx) xxx-xxxx | E-Mail: xx_xxxx@brown.edu

EDUCATION

Brown University, *PhD Materials Science & Engineering* **Expected Graduation July 202x**
GPA 4.0/4.0 | Presented research in 4 international conferences | Published in 2 international high impact factor journals | Awarded a scholarship of $500K for graduate studies | Awarded over $1,300 for research travel | Managing a budget of $3,500 for the Graduate Engineering School as President | Managing a budget of $2,000 for the Indian Community at Brown as Treasurer

Indian Institute of Technology - Bombay, *B.Tech + M.Tech Metallurgical Engineering and Materials Science* 201x – 201x
All India JEE rank 2122 (top 0.1% in India) | GPA: 8.67/10 | Graduated in the top 10% of my class | Awarded Department of Science & Technology, Gov. of India, scholarship worth $2,500 | Recognized for Exceptional Contribution to Student Life in 2017 by the Dean of Student Affairs (only 3 awarded each year)

PROFESSIONAL EXPERIENCE

School of Engineering, Brown University (Research Assistant) *Providence, USA* Jan 202x – Present
- Demonstrated validity of a new failure prevention strategy in solid-state secondary batteries improving fracture safety by 300% using Ion Exchange. Published in Chemistry of Materials and presented in 3 international conferences
- Leading the modelling component of a $2.7M NSF project on hierarchical sodium ion batteries in an 18-member collaborative effort which has accelerated experimental prototype development, saving upwards of 400 human hours of work
- Developed a strategy for solid state batteries covering 32 material combinations. Published as an invited journal article

Tohoku Murata Manufacturing (Sony Energy Devices) (Battery Design Engineer) *Fukushima, Japan* Jul 201x – Aug 202x
- Invented and patented 2 novel current collector structures for consumer electronics batteries (Wireless Earphones, Portable Electronics) which improve charging performance by 14% and led to new internal prototype performance benchmark
- Drove an initiative between the R&D, platform and prototyping teams to develop a new technology, improving the high temperature safety of batteries by 30% and resulting in publication of 2 technical reports presented to the Director of R&D
- Estimated the market size of Truely Wireless Earbuds by analyzing Industry Research Reports and validated models with the Internal sales team, resulting in establishment of a product line generating over $10M in annual profits

Johaness Gutenberg University (Guest Scientist) *Mainz, Germany* May 201x – Jul 201x, Jun 201x – Jul 201x
- Awarded over €3,000 by the German DAAD office to work in a top international research program MAINZ (top 2 candidates from India) to investigate new Energy Generation Materials, and testing of an in-house built 3D Atomic Force Microscope
- Spearheaded research projects with 16 members from 5 countries resulting in publication in 2 international conferences

Deloitte Touche Tohmatsu (Corporate Finance Intern) *Mumbai, India* May 201x – Jul 201x
- Collaborated with the Valuations and Due Diligence teams to create market reports to estimate the size of the Indian Pharmaceuticals and Chemicals Industry. Presented to the Leadership Team who used them in 2 live M&A deals
- Identified Joint venture and Acquisition targets ($100M) for a global chemical major trying to penetrate the Indian market

LEADERSHIP POSITIONS

Founder & President - Brown Graduate Consulting Club (May 202x - Present)
- Founded the club to facilitate case preparation for consulting interviews, targeting a community of 1000+ students
- Established case groups for the community, organized interview material, and led over 20 hours of case preparation

President - Brown Graduate Engineering Council (Aug 202x – Aug 202x)
- Leading a community of over 180 graduate students by holding regular community meetup events (YoY increase by 400%)
- Initiated an intramural sports championship engaging 28% of the graduate student community in Engineering

Head Teaching Assistant, ENGN 41 - Brown University (Fall 202x, Fall 202x, Fall 202x)
- Managed a team of 10 Teaching Assistants and graders coordinating 300+ hours of timely grading and office hours
- Initiated review sessions before course exams for 77 students, resulting in a feedback rating of 4.82/5 (avg. 4.4/5)

Manager Consult Club, Indian Institute of Technology, Bombay (Jun 201x – Jun 201x)
- Organized 6 case interviews and networking events with Consultant Alumni for the 2016 class resulted in 18 full time offers
- Increased active student participation in the club by 350% by increasing social media outreach and number of events

SKILLS & INTERESTS

Technical Skills: Microsoft Office, Python, Batteries, C++, Mathematica
Language: English (Fluent), Hindi (Native), Gujarati (Native), Marathi (Native), Japanese (Business Formal), German (Elementary)
Interests: Energy Storage, Renewable Energy, Sustainable Materials, Electric Vehicles, Yoga, Meditation, Backpacking, Languages