

Transforming Your CV to a Resume



Center for
CAREER
Development

PRINCETON UNIVERSITY



Transforming Your CV to a Resume

Where do I start?

Ensure your CV has all the up-to-date academic activities and accomplishments you have accumulated since college. This will serve as your master CV.

You can develop industry or role-specific resumes by taking relevant elements out of your master CV and modifying them. This step-by-step guide help you build and format a strategic and targeted resume highlighting your relevant experiences and skills to a specific career beyond academia.

How do I covert my CV to resume?

Always start with a job you are planning to apply to. Thoroughly review the job description to identify which transferable skills and experiences are considered more important than others.

Once you have a list of core skills and experiences for the position, consider and write down the relevant knowledge and skills you've gained through your training (e.g., research, teaching, fellowships). Don't forget to consider your volunteering work (e.g., graduate student group engagement, mentoring undergraduates, services to your department), and any freelance work you may have involved within or outside of academia.

Once you have compiled this information, ask yourself how you achieved success in your work and what specific tools you used to reach your goals. These questions will help you develop impactful accomplishment statements from your experiences. This process will be covered in more detail throughout this guide.

What do I include in my resume?

Skills: During your graduate career, you develop valuable transferable skills that build upon research or teaching. Examples include collaborating with peers and identifying emerging trends/patterns from data to offer evidence-informed insights for improvement. These may also include specific equipment, software or capabilities used within each experience such as SAS, Python, R, and Illustrator.

Accomplishment Statements: These are impactful descriptions conveying your skills and accomplishments under each of your most relevant experiences. Start with an action verb. You should qualify and quantify your achievements in each of your accomplishment statements. Highlight your most relevant transferable skills in your accomplishment statements in a way that a hiring manager can easily understand.

Relevant Experience: This section includes full-time or part-time employment, volunteering, extracurricular activities, teaching, research and/or field experiences. Names and locations of employers and dates of employment should be included. Create a bulleted list of accomplishment statements detailing the level of responsibility, knowledge and acquired skills relevant to the position to which you are planning to apply

Headings: Create specific headings to break down your experiences by functional area. Examples include: Archival Research, Lab Management Experience, Leadership Experience, Teaching Experience or Technical Skills.



Step 1: Identify Key Transferable Skills

Graduate students develop transferrable and technical skills throughout their Princeton experience. Whether it's through teaching, research/field work, campus engagement, some of the skills graduate students may develop during their training may include:

- Data analysis and interpretation
- Abstract reasoning
- Research
- Project management
- Synthesis of ideas, data or existing literature
- Communication (verbal and written)
- Self-management, initiative and motivation
- Ability to express complex information
- Collaboration and leadership skills
- Critical thinking/problem solving

See the next page for some examples of more specific skills you may have developed during your academic career.

Data analysis and interpretation	Research
Define a problem and identify possible causes	Identify sources of information applicable to a problem or situation
Consolidate or synthesize large amounts of information into a coherent argument	Design qualitative, quantitative, or mixed-method research and analyze the data
Identify emerging trends and offer evidence-informed insights for improvement	Develop organizing principles to sort and evaluate data

Self-Management and Work Ethic	Collaboration and Leadership Skills
Work effectively under pressure and meet deadlines	Motivate, train and coach individuals to accomplish learning goals
Consider the impacts of my actions on the broader community and make responsible decisions	Identify and apply the strengths of others to maximize team outcomes while achieving a common goal
Be resourceful and build an effective line of communication with your adviser	Build relationships with others to collaborate, share resources and brainstorm ideas

Communication	Program Management and Organization
Effectively facilitate group discussions by keeping them constructive	Manage and categorize large assortments of information and data
Write and edit in forms ranging from brief abstracts to book-length manuscripts	Identify goals and tasks to be accomplished in a realistic timeline
Articulate ideas, presentations and findings to a wide variety of audiences under time constraints	Prioritize tasks while maintaining flexibility to address potential and unexpected problems



Identify Key Transferable Skills – Worksheet

Based on a thorough review of the job description of your interest, list your top relevant transferable skills in the far left column and then note the context(s) in which you demonstrated each skill. These can be brief. Although the example below illustrates a skill that has been used in all three types of contexts, some of your specific skills may have only been used in one or two different settings.

Key Transferable Skills	Outside Graduate School	Research & Teaching	Campus Activity
<i>Public speaking</i>	<i>End of summer presentation to department staff at organization A where I interned</i>	<i>Conference presentations to share my dissertation findings for researchers and faculty members</i>	<i>Proposal for graduate student leadership council</i>

Step 2: Create Accomplishment Statements

Writing concisely about your experiences and skills in the limited space on a resume can be challenging. To write effective accomplishment statements, start with an Action Verb, then provide the Context for that action using quantitative and qualitative terms and share the End Result of your actions to show the value of your contributions. Examples of accomplishment statements by skill include:

Writing and Planning

- Planned and implemented each phase of research, including experiment design, data collection and analysis, and written reporting of findings
- Co-authored 5 articles published in peer-reviewed journals such as the Journal of Biological Chemistry
- Developed technical reports to disseminate preliminary findings of a research project examining the impacts of political culture on women's political socialization

Collaboration and Leadership Skills

- Lead 3 undergraduate researchers to complete project goals on time and within budget for developing an effective treatment technology
- Collaborate with several postdoctoral researchers and graduate students to develop and submit a proposal for a community-building research grant
- Oversee budget and manage programming and events to raise awareness about equity issues on campus

Research, Interpretation and Analysis:

- Analyze a secondary data set of 200,000+ U.S. immigrants to identify historical immigration trends
- Conducted 3 longitudinal research projects from design to completion in 4.5 years
- Design lab protocol and revise approaches during genetic proteins in senior research projects

Communication Skills

- Managed and mentored 2 undergraduate researchers in senior research projects
- Presented research at multiple conferences to share primary findings with fellow researchers and faculty members

Converting research "jargon" to accomplishment statements

It is important to be able to effectively communicate your skills and experiences to readers who may not possess a similar academic background and may not be familiar with field-specific jargon. Consider the example below:

Scientific accomplishment statements:

Department of Physics, Princeton University | September 2016 - Present

- Derive the long-time diffusion coefficient in disordered systems with trapping and releasing mechanisms
- Predict permeability of random media by their tomographic information

Alternative statements for less scientific readers:

Department of Physics, Princeton University | September 2016 - Present

- Independently assess mathematical models to conceptualize and evaluate trapping and releasing mechanisms
- Apply technical tools to hypothesized outcomes related to random media

Create Accomplishment Statements - Worksheet

List your top 5-10 skills in the left column, then note the context where you demonstrated each skill.
See sample action verbs in the Additional Resources section on pages 9 & 10 for assistance.

Action Verb	Context	End Result
<i>Authored</i>	<i>5+ articles on the correlation between atoms and perception of physical spaces</i>	<i>Published in the Summer 2019 IEEE Journal</i>

Step 3: Format Experiences

Now put it all together and add your employer, location, position and employment timeframe. Here are a few examples that contain these elements:

Research Experience

Princeton University, Engineering and Applied Sciences, Princeton, NJ | 2015 - Present

Graduate Researcher

- Develop protein binding interactions involved in the signaling pathway of apoptosis
- Conduct extensive literature reviews of patent and scientific trends
- Analyze innovative binding interactions involving apoptosis to better understand cellular lifecycles

Brookings Institution, Washington, D.C. | September 2017 - May 2018

Brookings Research Fellow

- Awarded first pre-doctoral fellowship for dissertation research granted by the Metropolitan Policy Program
- Created a dataset compiled from government sources on municipal finances and socioeconomics for sub-committee on finance
- Programmed rare-events regressions to measure the impact of fiscal control boards in small cities
- Performed qualitative case studies on the control boards of Miami and Washington, D.C. through interviews with key actors, archival research, and evaluating financial reports
- Presented at 2 national academic conferences for Political Science (7,200 attendees) and Planning (1,000 attendees)

Teaching Experience

Princeton University, Department of History, Princeton, NJ | September 2015 - Present

Teaching Assistant

- Conduct study sessions, facilitate discussions and contribute to curriculum design
- Teach philosophy and history of science to over 70 students

Medical Communication Experience

The Merck Index, Merck & Co., Inc., Rahway, NJ | June 2016 - August 2016

Associate Editor

- Wrote original scientific monographs for The Merck Index using a broad scientific background in chemistry and biomedical sciences
- Edited the chemical structure content of The Merck Index for publication
- Managed staff of 3 working on editorial projects to write new material, update existing material and to enhance The Merck Index web and digital versions
- Represented the Merck Publishing Group at national and international scientific and professional meetings, seminars and exhibits

Leadership Experience

Princeton Graduate Consulting Club, Princeton, NJ | January 2018 - December 2019

Co-President

- Led one of the largest clubs on campus with 12-person executive board and 150+ active members
- Developed strategic partnerships with major consulting firms and alumni to build sustainable talent pipelines
- Co-organized 20+ weekly case-practice sessions and won 2 Ivy case competitions in 2019

Format Experiences - Worksheet

Organization, Location _____

Timeframe _____

Position _____

- Accomplishment Statement 1 _____
- Accomplishment Statement 2 _____
- Accomplishment Statement 3 _____

Organization, Location _____

Timeframe _____

Position _____

- Accomplishment Statement 1 _____
- Accomplishment Statement 2 _____
- Accomplishment Statement 3 _____

Organization, Location _____

Timeframe _____

Position _____

- Accomplishment Statement 1 _____
- Accomplishment Statement 2 _____
- Accomplishment Statement 3 _____

Organization, Location _____

Timeframe _____

Position _____

- Accomplishment Statement 1 _____
- Accomplishment Statement 2 _____
- Accomplishment Statement 3 _____

Organization, Location _____

Timeframe _____

Position _____

- Accomplishment Statement 1 _____
- Accomplishment Statement 2 _____
- Accomplishment Statement 3 _____

Additional Resources: Helpful Headers and Action Verbs

To prioritize your experiences and effectively tailor your resume, use headers to differentiate each of your past work/research experiences. Headers allow you to draw the reader's attention to key sections of your resume.

SAMPLE EDUCATION HEADERS

- Academic Background
- Educational Background
- Education and Training
- Related Coursework
- Select Coursework
- Completed Coursework
- Academic Accomplishments
- Scholarships
- Grants Awarded

SAMPLE RESEARCH HEADERS

- Academic Projects
- Research Experience
- Lab Management Experience
- Conference Presentations
- Scholarly Contributions
- Publications
- Leadership Experience
- Independent Research
- Archival Research
- Genomics Research Experience
- Data Research Experience
- Invited Talks

SAMPLE TECHNICAL HEADERS

- Coding Experience
- Software Development Experience
- Technical Experience
- Programming Languages
- Hardware Experience
- Technical Skills

FIELD-DRIVEN WRITING/CONSULTING HEADERS

- Consulting Experience
- Medical Communication Experience
- Publishing and Editorial Experience
- Healthcare Industry Experience
- Instructional Design Experience
- Pharmaceutical Research Experience
- Entrepreneurship Experience
- Local Government Experience
- Community Outreach and Services

TRANSFERABLE SKILL-DRIVEN WRITING/CONSULTING HEADERS

- Teaching Experience
- Leadership Experience
- Teamwork Experience
- Project Management Experience
- Mentoring & Advising Experience
- Data Analytic Experience
- South-Asian Literature Writing Experience

Action Verbs

Management & Leadership

administered
appointed
approved
assigned
attained
authorized
chaired
consolidated
controlled
coordinated
decided
delegated
directed
eliminated
emphasized
enforced
enhanced
executed
handled
headed
hired
hosted
increased
instituted
led
managed
merged
overhauled
oversaw
planned
prioritized
produced
recommended
streamlined
strengthened
supervised

Communication

addressed
advertised
articulated
authored
clarified
communicated
composed
condensed
conferred
consulted
contacted
conveyed
convinced
corresponded
defined

described
discussed
drafted
edited
elicited
enlisted
expressed
influenced
informed
instructed
interacted
interviewed
joined
judged
listened
mediated
moderated
motivated
negotiated
observed
outlined
persuaded
presented
promoted
proposed
publicized
recruited
reinforced
reported
responded
solicited
specified
suggested
synthesized
translated
wrote

Research

analyzed
compared
conducted
critiqued
detected
determined
diagnosed
evaluated
examined
experimented
explored
extracted
formulated
gathered
identified
inspected
interpreted

investigated
located
measured
researched
searched
summarized
surveyed
tested

Technical

adapted
assembled
built
constructed
converted
debugged
engineered
fabricated
installed
maintained
operated
programmed
rectified
regulated
remodeled
repaired
replaced
solved
specialized
studied
upgraded

Financial/Data

adjusted
allocated
analyzed
appraised
assessed
audited
balanced
calculated
computed
conserved
corrected
estimated
forecasted
marketed
projected
reconciled
retrieved

Helping /Teaching

advised
advocated
answered

cared for
coached
collaborated
contributed
cooperated
counseled
demonstrated
educated
enabled
encouraged
ensured
expedited
explained
facilitated
familiarize
furthered
guided
intervened
motivated
provided
referred
rehabilitated
simplified
supplied
supported
taught
trained
tutored
volunteered

Organization/ Detail

arranged
cataloged
categorized
charted
classified
coded
collected
compiled
distributed
generated
implemented
incorporated
logged
monitored
obtained
ordered
organized
prepared
processed
purchased
recorded
registered
reserved

reviewed
routed
scheduled
submitted
standardized
systematized
updated
validated
verified

Creative

acted
combined
conceptualized
created
customized
designed
developed
displayed
drew
entertained
established
fashioned
founded
illustrated
initiated
integrated
introduced
invented
modeled
modified
originated
performed
photographed
revised
revitalized
shaped

Accomplishments

achieved
completed
expanded
exceeded
improved
pioneered
reduced
resolved
restored
transformed

Sample Resume #1

Thalia is interested in the pharmaceutical industry, especially R&D and medical communication. She highlighted her most relevant research and transferable skills by including research, communication, and leadership skills.

Thalia Tiger

123 Tiger Street, Princeton, NJ • thalia.tiger@princeton.edu • 555-555-5555 • linkedin.com/in/tigerthalia

EDUCATION

Princeton University Princeton, NJ
Doctor of Philosophy in Chemical Engineering Expected December 2020

University of Pittsburgh Pittsburgh, PA
Master of Science in Chemical Engineering May 2012

University of Dayton Dayton, OH
Bachelor of Science Chemical Engineering, Minor in Marketing May 2010

TECHNICAL SKILLS

- **Computer:** Proficient in C++, Java, HTML, Linux, C, Python
- **Writing:** Proficient in AMA Style, MS Office, PubSTRAT, Datavision, PubMed, Reference Manager, Documentum and Adobe Photoshop; experience with medical/regulator reviews

RESEARCH EXPERIENCE

Princeton University, Chemical and Biological Engineering Department Princeton, NJ
Graduate Researcher September 2015-Present

- Design and fabricate advanced microfluidics to generate well-defined physical and chemical environments to study cellular chemotaxis
- Characterize response of chemotactic cells to various well-defined static and dynamic chemical environments
- Collaborate with 2 graduate research assistants and a postdoc to identify and assess ability of motile cells to determine path of least hydraulic resistance
- Lead undergraduate researchers to discover novel phenomenon of directional persistence in migrating neutrophils
- Present findings at national conferences and departmental seminars to audiences ranging from 8 to 50 participants

University of Pittsburgh, Chemical Engineering Department Pittsburgh, PA
Graduate Research Assistant September 2010-April 2012

- Collaborated with postdocs and PIs to analyze and determine mutations with tested DNA and RNA samples
- Discovered 80% correlation between mutations and decreased amount within the tested DNA and RNA
- Mentored 5 undergraduate research assistants to support their professional and personal development

University of Dayton, Kettering School of Engineering Dayton, OH
Undergraduate Research Assistant September 2002-April 2005

- Collaborated with U.S. Air Force to investigate the impact of lead paint on jet fuel efficiency
- Awarded the Wright Brother Innovation Award for accomplishments in research partnerships

MEDICAL COMMUNICATION EXPERIENCE

Bristol-Myers Squibb Plainsboro, NJ
Medical Writer Intern June 2018-August 2018

- Developed clinical and preclinical publications, including primary manuscripts, review articles, product monographs, slide presentations, abstracts and posters
- Participated in global publication planning and operations meetings with domestic and international clients
- Developed strategic materials including publication plans, communication platforms and key clinical findings

Princeton University Press Princeton, NJ
Editorial Assistant Volunteer January 2017-August 2018

- Served as a medical science liaison between authors and the Press to support key aspects of editorial processes involved in academic book publishing

MedErgy Health Group

Medical Communication Liaison

Yardley, PA

September 2012-August 2015

- Coordinated multiple projects on therapeutic areas including diabetes, psoriasis, rheumatology, pain management and opioid abuse/addiction
- Collaborated with senior research scientists to develop actionable publication plans and directly communicated the plans to senior management and executive board members
- Co-authored technical reports and journal articles to communicate key research results to scientific communities
- Managed timelines and submission requirements for publications in peer-reviewed medical journals

SELECTED PRESENTATIONS AND PUBLICATIONS

- **T. Tiger** and S. Jones. “The Likelihood Encoder for Scientific Streamlining” IEEE Transactions on Information Theory (Volume: 62, Issue 4) April 2019
- **T. Tiger** and R. Jones. “Rate-Distortion-Based Physical Layer Secrecy with Applications to Multimode Fiber” IEEE Transactions on Communications (Volume: 62, Issue 3) December 2018
- **T. Tiger** and P. Jones. “Joint Source-Channel Secrecy Using Hybrid Coding” Presented at ISIT 2017
- **T. Tiger**. “Differentiation Between Atoms and Molecular Activity Within Cell Culturing Environments” Presented at ASEE 2011

OTHER COMMUNICATION EXPERIENCE

Princeton University

Princeton, NJ

Co-Instructor, **Chemical and Biological Engineering Department**

September 2017- December 2018

Graduate Teaching Assistant, **Keller Center**

January 2016 – December 2016

- Developed and updated curriculum, materials, and assessment plans aligned with learning outcomes
- Taught and facilitated 5 lab and discussion sections for a total of 150 grad and undergraduate students
- Courses taught: *High-Tech Entrepreneurship; Design, Synthesis and Optimization of Chemical Processes; An Integrated Introduction to Engineering, Mathematics; Physics, Incompressible Fluid Mechanics*

LEADERSHIP & COMMUNITY OUTREACH

Princeton University, Graduate Engineering Council

Princeton, NJ

Vice President in Communication and Engagement

September 2018-Present

- Oversee budget and manage programming and events to raise awareness of graduate engineering opportunities
- Collaborate with Graduate School and leadership board to plan and implement organization’s strategic plans

Princeton University, Chemical and Biological Engineering Department

Princeton, NJ

Graduate Representative

September 2019-Present

- Collaborate with the director of graduate program to address graduate student academic and career concerns
- Created a departmental communication committee to promote recent research work and events for grad students

Letters to a Pre-Scientist

West Windsor, NJ

Science Mentor

September 2017- June 2019

- Advised a total of 150 students at low-income high schools by answering questions related careers in STEM and hosting workshops highlighting various ways to pursue sciences

University of Pittsburgh Graduate Student Council

Yardley, PA

Membership Chair

December 2010- April 2012

- Managed database to maintain up to date records of over 300 members and developed weekly member newsletters
- Led 2 team members to develop and implement sustainable plans for membership retention and recruitment

SELECTED AWARDS AND HONORS

- 2019 Princeton Graduate School Outstanding Dissertation Fellowship
- 2018 Princeton Chemical Engineering Student of the Year Award
- 2013 MedErgy Colleague Recognition Award
- 2012 Chemistry Achievement Award, Organic Chemistry

Sample Resume #2

Haochan is interested in applying for a job at a management consulting firm that requested a one-page resume for applicants with an advanced degree. In addition to his research, he emphasized his leadership and teamwork.

Haochan Tiger

456 Tiger Ave, Princeton, NJ • haochan.tiger@princeton.edu • 555-555-5555 • linkedin.com/in/tigerhaochan

EDUCATION

Princeton University , Princeton, NJ	Expected Aug. 2020
<i>Doctor of Philosophy in Anthropology, GPA: 3.81/4.00</i>	
• Princeton Merit Fellowship recipient GRE Scores: 162 on Verbal, 160 on Quant	
University of Texas at Austin , Austin, TX	May 2014
<i>Master of Arts in Social Anthropology, GPA: 3.78/4.00</i>	
• Graduate School Master Thesis Award recipient	
Peking University , Beijing, China	May 2012
<i>Bachelor of Science, Applied Sociology, GPA: 3.63/4.00</i>	

SELECTED RESEARCH EXPERIENCE

Doctoral Researcher Princeton University , Princeton, NJ	Jun. 2018-Present
• Design and conduct mixed methods research to investigate how information and communication technologies (ICTs) transformed immigration process	
• Analyze a secondary data set of 200,000+ U.S. immigrants to identify historical immigration trends	
• Lead 2 undergraduate researchers to conduct 100-minute interviews with 30 immigrants to explore their immigrant experience within the context of changes in ICTs	
• Present primary results at national and international conferences to audiences ranging from 50 to 100 participants	
Graduate Research Assistant University of Texas at Austin , Austin, TX	Sept. 2013-Apr. 2014
• Collaborated with 2 principal investigators to examine impacts of social environments on human behaviors within the context of immigration and migration	
• Advised and trained 5 undergraduate research assistants on research design and qualitative data interpretation	

LEADERSHIP & TEAMWORK EXPERIENCE

Co-President Princeton Graduate Consulting Club , Princeton, NJ	Jan. 2018-Dec. 2019
• Led one of the largest clubs on campus with 12-person executive board and 150+ active members	
• Developed strategic partnerships with major consulting firms and alumni to build sustainable talent pipelines	
• Co-organized 20+ weekly case practice sessions and won 2 Ivy case competitions in 2019	
Grad Coordinator Keller Center Innovative Forum , Princeton, NJ	Oct. 2017- May 2018
• Built partnerships with 5 angel investors and 15 industry representatives to invest in the Innovation Forum	
• Collaborated with Executive Director and 2 managers to evaluate impacts of the forum and develop reports	
Teaching Fellow Princeton University , Princeton, NJ	Jan. 2017-Aug.2018
• Taught and facilitated 5 discussion sections for 100+ undergraduates in gender studies, business anthropology, anthropology and social innovation	

SELECTED PUBLICATIONS

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- **Tiger, Haochan.** 2019. "We Are All in Together: Migrant Workplaces and Culture of Work." *Anthropology of Work Review*, 80 (4): 303-34.
 - Jones, Deniz and **Tiger, Haochan.** 2017. "The Value of Anthropology in Social and Evidence-driven Entrepreneurship." *Entrepreneurship Theory and Practice*, 53 (2): 120-40.

SKILLS & INTERESTS

Computer:	Proficient in SAS, GraphPad, and Tableau; experience using Adobe Illustrator and Photoshop
Language:	Chinese (Native) and French (intermediate)
Interests:	Drawing, graphic design, and certified Yoga instructor (CYI)