

PhD Resume Example (1-2 pages maximum)

Usually 2-3 sentences that summarize your history, background and unique qualifications, tailored to the position.

Use areas of expertise or emphasis to communicate your research topic area, or method expertise for non-specialized audiences. Only include topics that are relevant to the position.

This section may include all of your experiences, paid and unpaid, volunteer, community service or professional. Analyze each experience with regard to the skills, abilities, leadership positions and accomplishments gained. Quantify the statements, where possible, and use action verbs.

Pat Navarro

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Professional Summary

More than 5 years of research experience in clinical, academic and hospital settings. Managed a large multi-site study, which led to 3 top tier publications and a patent for a compound undergoing Phase 1 clinical trials. Experience leading lab development, and mentoring professional growth of research trainees.

Education<sup>1</sup>

PhD Biological Chemistry2015

University of California, Los Angeles CA

Areas of Expertise: Alzheimer's, Neurological Therapeutics

Research Experience<sup>2</sup>

Team Lead, Multi-Site Alzheimer's Research Study, UCLA Dept of Biological Chemistry2014-Present

- Coordinated and led a team of multidisciplinary faculty and postdoctoral researchers at 5 research hospitals
- Identified a need for lab instruments and successfully applied for \$40,000 used to secure training, supplies and instrumentation

Postdoctoral Researcher, UCLA Department of Neurobiology2010-2012

- Secured grant funding and managed budgets for 2 independent research projects
- Managed and mentored 4 doctoral students and 16 undergraduate students in experimentation design and delivery

Doctoral Research Assistant, Vanderbilt University, Neuroscience Department2004-2010

- Identified a new target for Alzheimer's therapeutic approaches
- Increased existing client revenue by 30% through service and customer care program
- Attained 'Leaders Club' recognition in the Western Region.

Skills<sup>3</sup>

Data Analysis: Stata, Data Envelopment Analysis

Modeling Software: SC/Tetra, Comsol, Solidworks

Programming: Matlab

Documentation: Microsoft Office, LaTeX, Mendeley

Publications (1 out of 6) Presentations (1 out of 12)

Smith, J. & Jones, N. "The effects of Alzheimer's drugs on patients ages 40-45" Nature, V.356 2014

Smith, J. "Neutralizing Alzheimer's: the ethical dimensions of clinical trials" Presented at the National Association for Alzheimer's Care in New York, 2014



Resume Tips

Tailor each resume for the job you are applying, and save resume versions with job title/company as pdf's.

Tailor the experience section to the job, with the most relevant experience first (e.g., research experience)

If applying for a research position, it is important to list all of your publications/ presentations. If applying to a role that has some research aspects, instead of listing all of your research accomplishments, choose 1-3 that demonstrate impact, first authorship, prestige, and audience diversity, indexing how many other publications you have.

Resume Bullet Points: Writing Accomplishment Statements

Resume bullet points should demonstrate your achievements in a particular role, highlighting your success and skills as they relate to the job application. They should be organized by most impactful accomplishments first and tailored to the specific job you are applying to. Don't list duties or the daily tasks of your position. Instead, demonstrate your value by highlighting the depth and breadth of your work and skills. When writing the accomplishment statement ask these questions:

- 1. What skills do I need to demonstrate for the job I am applying to? (refer back to specific job description)
- 2. What did I accomplish in this role that demonstrates those skills?

Example: Breaking Down Your Experience

Think about the duties and responsibilities performed in your position. From there, determine what you have accomplished related to those specific tasks/projects. The demonstrated accomplishment is your final "product". Comments are in Blue.

Duties:

- Graded homework, taught labs, met with students during office hours  
Duties don't demonstrate your capabilities or skill level

Accomplishments:

- Taught weekly lab meetings for 25 undergraduate biology majors
- Advised 5 students on final paper and in class presentation  
Quantify your work – consider frequency, and total impact

Demonstrated Accomplishment:

- Taught and assessed biology concept applications for 25 undergraduate students through interactive instruction in weekly labs, written assignments and in person advising  
Lead with an active verb that highlights the skill or result you want to demonstrate. Use concrete examples

Pick one project you worked on			
Which skill do you want to highlight?			
What did you accomplish? Can it be quantified in some way to demonstrate breadth/depth?			
What strategies or tasks did you undertake to accomplish this task?			
active verb	context	task	result

1 Include Institution Name, degree(s) earned, majors/minors, honors, date of completion or expected completion. Education should only come first if you are completing or have completed in the last 2 years.

2 Your extracurricular or service activities may offer a unique way to demonstrate transferrable skills. Top skills employers tend to look for include teamwork, communication skills, data management, analytical and problem solving.

3 These may include laboratory skills, technical skills, foreign language, computer, research skills and others.