CV and Resume Toolkit

UTA

Postdoctoral Success

RESUME CHECKLIST

WRITING / READABILITY

Avoid jargon and ensure the resume is clear and easy to read

Proofread for spelling, punctuation, and grammar

Remove all personal pronouns (e.g., I, me, my, we)

Use language and keywords from the job description when appropriate

Do not include any personal data (date of birth, visa status, marital status, or photographs)

Use the same job title listed in the posting (as long as it is a fair representation of your skills)

FORMATTING

Use a simple, professional font (e.g. Arial, Garamond, Helvetica, Verdana, or Calibri)

Set the font size between 10 and 12 pt.

Use black font color only

Set margins between 0.5 and 1 inch (0.8-1 inch recommended)

Bold all section headings (e.g. Education, Experience)

Align all dates to the right margin for consistency

Do not use underlining in your resume

Ensure consistent formatting throughout the resume

Avoid excessive stylizing such as multiple columns, graphics, or headers and footers in online submissions

ORGANIZATION

Name and list sections in order of importance to the employer

List entries in each section in reverse chronological order, placing the most relevant experience at the top

Tailor all content to align with the job description

CONTACT INFORMATION

Format your first and last name in all caps, bolded, and sized between 14 and 20 pt.

Include your contact details (City, State | (Area Code)-Telephone Number | Professional e-mail address) on a single line

Use an email address that is appropriate for professional settings

Add a link to your professional profile (LinkedIn/ GitHub/ website/ portfolio) make them clickable or use icons if your format supports it

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PROFESSIONAL SUMMARY

Place the summary at the top of the page where recruiters and hiring managers will see it first

Introduce yourself as someone in alignment with the job description relevant to your target role

Highlight relevant transferrable skills, education and experience that are directly relevant to key deliverables of your target job

Ensure that the Professional Experience and Skills sections support the claims made in your summary

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EDUCATION

List degrees in reverse chronological order, starting with the most recent

Ensure educational qualifications align with the job's preferred or minimum requirements

Write out the full name of each institution - no abbreviations

Include the full name of the degree and major (optional: list your dissertation/thesis title and advisor's name)

Include month and year of graduation

EXPERIENCE

Tailor your experience section using the job description's responsibilities and key skills

Use bullet points instead of paragraphs. Begin each with an action verb and apply the CAR (Context-Action-Result) framework

List your job title, the organization's name, and its location

Align employment dates to the right margin, from start date to end date

Quantify outcomes to illustrate achievements and impact

SKILLS

Include all relevant skill types (e.g., programming languages, foreign languages, lab skills)

List all pertinent skills under each skill type

MISCELLANEOUS

Title this section based on relevance to the job description (e.g. Honors, Awards, Publications, Volunteering, or Leadership)

List relevant activities, publications, volunteering, honors, leadership roles, and awards

UNDERSTANDING THE CURRICULUM VITAE (CV)

WHAT IS A CURRICULUM VITAE (CV)?

Unlike a resume which is a concise, targeted marketing tool that summarizes skills and experience in a manner that meets the requirements of a specific job description, a Curriculum Vitae or CV is a comprehensive record of the ongoing academic and work history of an individual.

CV vs. RESUME

	Curriculum Vitae	Resume
Goal	To obtain an academic (research and/or teaching-focused) position, research-focused position in industry, or a grant or fellowship	To obtain a position in government, nonprofit, technology, business, consulting or other sectors
Basic structure and components	Comprehensive record of academic credentials including research projects, teaching experience, grants and awards, funding, and service contributions	Concise snapshot of key skills and work experience relevant to the role

Resumes are tailored specifically to each job description, emphasizing alignment with employer needs |
| **Length** | No specified limit (but avoid padding)

Tend to be long because it includes full publication record | Can range from 1-3 pages, but 2 pages is a recommended limit for postdocs

Generally speaking, omits publication record or showcases only relevant publications |

When to use	Academic jobs, government jobs, positions at research institutes/ national labs, while applying for research grants and fellowships If you're applying for a non-academic job (research institute/ industry research) where hiring team will have a background similar to your own, then your academic CV maybe fine to use	Most non-research and non-academic jobs, especially those that do not require a doctorate (industry, administration, non-profit, etc.)
Audience	Academics, researchers or teachers in or outside of your discipline	ATS, recruiters, hiring managers and potential employers
Focus	Your academic accomplishments and potential as a scholar (publications, academic awards, research, teaching and conference presentations). Prioritize based on the requirements of the position advertised	Relevant (transferrable) skills and work experience that prove you align with the role
Pro tip! 💡	Create a CV prototype for each type of academic job that you plan to apply for (e.g., tenure-track faculty, research scientist, teaching-focused roles). Tailor each prototype to highlight the qualifications and experiences most relevant to specific opportunities to ensure alignment with the expectations of the target role	Once you have identified the role you plan to target in your job search, create a Master resume (a comprehensive document containing all your professional skills, experiences and accomplishments). Before submitting your application for particular jobs, make sure to tailor the prototype to the specific job posting

ACTION VERBS LIST

COMMUNICATION

addressed
advised
appraised
arbitrated
authored
briefed
clarified
co-authored
collaborated
communicated
composed
conducted
consulted
contributed
conveyed
convinced
cooperated
coordinated
corresponded
critiqued
debated
defined
demonstrated
developed
directed

documented
drafted
edited
educated
enlisted
explained
expressed
formulated
illustrated
influenced
informed
inspired
interpreted
interviewed
lectured
mediated
moderated
motivated
negotiated
participated
persuaded
promoted
publicized
recommended
reconciled
recruited
reported

represented
researched
resolved
reviewed
spoke
suggested
summarized
translated
verbalized
wrote

CREATIVE

abstracted
adapted
applied
authored
built
charted
composed
conceived
conceptualized
created
customized
designed
developed

devised
directed
drew
engineered
established
evaluated
fashioned
formalized
formed
formulated
founded
generated
illustrated
implemented
improvised
incorporated
initiated
innovated
instituted
Integrated
introduced
invented
launched
marketed
originated
pioneered
planned
presented
problem solved
produced
refined
revitalized
rewrote
shaped
sketched
synthesized

updated
visualized
wrote

DETAIL ORIENTED

analyzed
approved
arranged
cataloged
classified
collated
collected
compared
compiled
documented
enforced
executed
followed through
generated
implemented
inspected
met deadlines
monitored
operated
organized
prepared
prioritized
processed
recorded
retrieved
screened
set priorities
specified
systematized

tabulated
validated

FINANCIAL

adjusted
administered
allocated
analyzed
appraised
audited
balanced
budgeted
calculated
compared
computed
developed
estimated
evaluated
figured
forecast
maintained
managed
marketed
planned
prepared
projected
reconciled
researched
tracked

LEADERSHIP

administered
chaired

convinced

coordinated

directed

executed

expanded

facilitated

headed

improved

initiated

managed

operated

orchestrated

organized

oversaw

planned

produced

recommended

reviewed

supervised

MANAGEMENT

achieved

administered

aligned

allocated

analyzed

anticipated

applied

approved

assessed

assigned

attained

chaired

consolidated

consulted

coordinated

cultivated

delegated

determined

developed

directed

enabled

encouraged

enforced

established

evaluated

executed

expanded

expedited

facilitated

formed

fostered

founded

governed

guided

hired

implemented

improved

incorporated

increased

initiated

Inspired

instituted

launched

led

managed

mentored

mobilized

motivated

negotiated

organized

outlined

oversaw

perceived

planned

prioritized

produced

recommended

reconciled

recruited

regulated

reported

represented

resolved

reviewed

screened

selected

shaped

spearheaded

sponsored

strengthened

supervised

troubleshot

unified

united

ORGANIZATIONAL

achieved

addressed

approved

arranged

assembled

assigned

cataloged

centralized
classified
collaborated
collated
collected
compiled
consulted
contracted
controlled
coordinated
decided
delegated
developed
dispatched
distributed
documented
entered
established
evaluated
executed
generated
implemented
inspected
monitored
negotiated
operated
organized
planned
prepared
prioritized
processed
produced
purchased
recommended
recorded
reported

resolved
restored
retrieved
screened
spearheaded
specified
supported
systematized
tabulated
transcribed
transformed
validated

PROVIDING SERVICE

advised
aided
arbitrated
assessed
assisted
attended
brought
carried out
clarified
coordinated
counseled
delivered
demonstrated
diagnosed
educated
encouraged
enlisted
expedited
explained
facilitated
familiarized

fostered
furnished
generated
guided
helped
inspected
inspired
instilled
issued
maintained
mentored
modified
motivated
performed
provided
referred
rehabilitated
related
repaired
represented
served
submitted
supported
upheld

RESEARCH

analyzed
assembled
assessed
audited
calculated
cataloged
clarified
collected

computed
conceived
conducted
correlated
critiqued
delivered
detected
diagnosed
discovered
evaluated
examined
experimented
explored
extracted
extrapolated
forecasted
gathered
identified
inspected
interpreted
interviewed
investigated
mapped
measured
monitored
observed
organized
proved
qualified
quantified
reported
researched
reviewed
studied
summarized

surveyed
systematized
tested
tracked

TEACHING

adapted
advised
clarified
coordinated
defined
demystified
developed
enabled
encouraged
evaluated
explained
facilitated
guided
incorporated
informed
initiated
inspired
instructed
lectured
mentored
motivated
observed
presented
provided
set goals
stimulated
supported

taught
trained
updated
verified

TECHNICAL

analyzed
assembled
built
calculated
computed
designed
devised
engineered
fabricated
inspected
installed
maintained
operated
overhauled
programmed
remodeled
repaired
solved
tested
trained
upgraded

CV AND RESUME TEMPLATES

HOW TO USE THE CV AND RESUME TEMPLATES:

While there may be differences in CV/resume formats across disciplines, the overarching goals of these documents (CV as a comprehensive record of your academic work and the resume as a targeted marketing tool) remain constant. Your CV/resume should be a personalized reflection of your skills and achievements and must be closely tailored to the job description.

Templates are a great starting point if you are beginning to build a CV/resume and don't know where to start or even if you have relevant skills or experiences that you might not necessarily know how to present in your CV/resume. Templates can help you order and prioritize content sections, identify what sections need to be included in your CV/resume and how best to organize your skills and experiences in an impactful manner. You can use the provided templates to create initial drafts of your documents subsequent to which you would need to fine tune them by using reference CVs/resumes from your field of practice. Keep in mind that ultimately, no two CVs or resumes look the same because everybody has a different unique career trajectory.

CV Template

FIRST NAME LAST NAME, PhD

[Your University Department/Center]

[University Address]

[youremail@uta.edu] | [Personal phone number] | [Website (hyperlink)]

EDUCATION [Reverse chronological order]

Ph.D. in [Field/Department]   Awarded Month Year

[University Name], [City, State/Country]

Dissertation:

Advisor: [Name], Committee: [Names if relevant]

M.A./M.Sc./B.A./B.Sc. in [Field]   Awarded Month Year

[University Name], [City, State/Country]

RESEARCH EXPERIENCE [Include postdoctoral, doctoral, and major lab-based or field-based research projects in reverse chronological order]

Postdoctoral Fellow   Month Year - Present

[Lab name, department, institution, city, state]

Advisor:

- Use 2 to 3 bullet points to state the following: research focus and approach, your contributions and skills, research outcomes (publications, grants, fundability - for e.g. "This work was funded through an M. Coleman postdoctoral fellowship."). Begin each bullet point with an action verb.

Doctoral Researcher   Month Year - Month Year

[Institution, city, state]

- Describe research focus and approach
- Highlight your original contribution to the field
- Note any collaborations, publications, and funding involved

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GRANTS & FELLOWSHIPS [List competitive grants, fellowships, awards. Include title, funding agency, amount if appropriate.]

[Your role when awarded, name of the grant/fellowship, amount]   [Year]

Postdoctoral Fellow, M. Coleman Research Fellowship, $30,000   2024-2025

Graduate Fellow, NSF Graduate Research Fellowship, $138,000   2020-2023

HONORS & AWARDS [Include recognitions, prizes, and awards internal as well as extramural]

[Honorable mention/paper prize/presentation/award name, awarding body, amount]   [Year]

Travel award, Society for Neuroscience Annual Meeting, $2500   2023

PUBLICATIONS [Use your field's citation style. Organize by category if needed: peer-reviewed, in preparation, submitted, under review, etc.]

Peer-reviewed Journals
1. Last Name, First Initial. (Year). "Title of Article." *Journal Name*, Volume(Issue), pages.
2. Last Name, First Initial., & Coauthor, A. (Year). "Title of Article." *Journal Name*, Volume(Issue), pages.

Submitted
3. Last Name, First Initial. (Year). "Title of Article." (Revised manuscript in review in [journal name])

Manuscripts in preparation [Note: Use only for works that are significantly underway. Make sure to only list those manuscripts that will be submitted before the interview, and ensure that your references will corroborate.]
4. Last Name, First Initial. (Year). "Title of Article."
5. Last Name, First Initial., & Coauthor, A. (Year). "Title of Chapter."

PATENTS

[Inventor(s)]. [Title of Patent]. [Country of Patent] [Patent Number] [Date of Issue].

Last Name, First Initial., Co-inventor, A., Co-inventor, B. "Title of patent." U.S. Patent XXX 5555--A. Pending.

TEACHING EXPERIENCE [Decide the placement and detail-level of this section based on the requirements articulated in the job description. For research-intensive institutions that do not require much teaching experience, this section can be placed lower down in the CV. For teaching-heavy institutions such as liberal arts colleges, this section can be moved up.]

[Role (Graduate Teaching Assistant/Instructor on Record/Visiting Assistant Professor, etc.), institution, year, course title and responsibilities. Note course level, and number of students.]

Graduate Teaching Assistant, University of Texas at Arlington, Arlington   Fall 2022

Course: Statistics of Biological Research

Responsibilities: Developed assignments and exam questions, designed lab modules, led weekly discussions, graded assessments for an undergraduate level course. 60 students.

MENTORING EXPERIENCE [Listed below are two format options for presenting mentoring experience. The placement and detail-level of this section would depend on the requirements articulated in the job description - same as instructions for Teaching Experience.]

OPTION 1: [Your role, institution, year, description of responsibilities.]

Doctoral Student Research Mentor, UT Austin   2020-2021

Mentoring three PhD students. Assisted in the development of annual plans for research and academic progress.

OPTION 2: [First and last name of mentee, student status, institution, year, outcomes of mentorship and year - e.g. awards, papers, Honors thesis, etc.]

Ashley Smith, Undergraduate Student, UT Arlingon   2020-2021

Awards: Outstanding Undergraduate Student Award (Year), Undergraduate poster competition (Year); UTA Undergraduate Conference Travel Award (Year).

Honors thesis: Biology thesis: "Title," (Month Year).

CONFERENCE PRESENTATIONS & INVITED TALKS [Organize your presentations under relevant sub-headings like "Poster presentations," "conference Presentations," etc.]

Conference Presentations
- Last Name, First Initial. (Year). "Title." Poster presented at Conference Name, City, State.

Poster Presentations
- Last Name, First Initial. (Year). "Title of presentation." Conference Name, City, State.

Invited Talks
- Last Name, First Initial. (Year). "Title of talk." Name of Institution, City, State.

PROFESSIONAL SERVICE & AFFILIATIONS [Include roles in conference organizing, departmental committees, lab management, etc.]

[Your role, organization, year, institution, brief description of your responsibilities (if relevant).]

President, Postdoctoral Association   Year-Year

[Institution]

- Founded the annual postdoctoral symposium and secured sustained university budget funding by championing the interests of the postdoctoral community.
- Organized communication channels to disseminate information from the association to the community
- Directed the creation of the postdoctoral association's annual plan, including event planning, fundraising, budgeting, advocacy for postdoctoral needs, and coordinated communications.

Organizer, Graduate Research Symposium   Year

[Institution]

- Managed abstract review, communications, and event logistics for 100+ participants

Reviewer, Journal of Molecular Biology   Year-Year

Member and Engagement Committee Representative, Society for Neuroscience   Year-Year

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REFERENCES [List 3-4 academic referees who are well-acquainted with your work. Confirm availability in advance and make sure to communicate application deadlines well in advance.]

Dr. Name
Title
Department, Institution
Email: [email] | Phone: [optional]

Resume Template

FIRST NAME LAST NAME, PhD

[City, State] | [Phone Number] | [Email Address (Hyperlink)] | [LinkedIn/Personal Website (Hyperlink)]

PROFESSIONAL SUMMARY [Two to three concise bullet points summarizing your professional profile aligned with the target role.]

- Concise overview of professional background aligned with the target role.
- Highlight 3-4 strengths such as domain expertise, analytical skills, technical proficiencies, or certifications.
- Emphasize past contributions that demonstrate the strengths you bring to the advertised role. For e.g. leadership, and collaborative or cross-disciplinary experience.

EDUCATION [Reverse chronological order]

Ph.D. in [Field/Department]   **Month Year**
Institution Name, City, State

M.A./M.Sc. [or B.A./B.Sc.] in [Field]   **Month Year**
Institution Name, City, State

TECHNICAL SKILLS [Adapt categories and prioritize skills that align with the job description.]

Programming/Software:
Data Analysis/Methods:
Laboratory Skills:
Other Relevant Skills [specific to the job description]**:**

RESEARCH EXPERIENCE [Title this section based on what the role emphasizes - e.g., "Research Experience," "Academic Appointments," or "Professional Experience."]

Postdoctoral Fellow   **Month Year - Month Year**
University of Texas at Arlington, Arlington, Texas
- **Context:** Brief description of the research focus or project scope.
- **Action:** Describe specific responsibilities, methodologies, or tools used. Make sure these corroborate the statement made in the "Professional Summary" section. Start each bullet point with strong action verbs (See Action Verbs List on pg. 6).
- **Result:** Highlight outcomes and impact. Quantify and contextualize where possible.

Doctoral Researcher/Ph.D. Candidate   **Month Year - Month Year**

Institution Name, City, State

- Use 2-3 bullet points applying the Context-Action-Result (CAR) framework. Start each bullet point with strong action verbs (See Action Verbs List on pg. 6).
- Tailor content to demonstrate alignment with the target job (e.g., research design, mentoring, grant writing, technical implementation).

PROFESSIONAL EXPERIENCE [Include if you have non-research experience relevant to the position - for e.g., consulting, policy, industry roles.]

Job Title   **Month Year - Month Year**

Organization Name, City, State

- Use bullet points to describe achievements using the CAR framework.
- Emphasize transferable skills such as project management, communication, leadership, or innovation.

SELECTED PUBLICATIONS & PRESENTATIONS [Optional but can include if the position values research output. Limit to 3 to 5 relevant examples. Include full citations. Use consistent formatting style (APA, Chicago, MLA, or journal-specific).]

- Last Name, First Initial. (Year). *Title of Article*. *Journal Name*, Volume(Issue), pages.
- Last Name, First Initial., Co-author, A., & Co-author, B. (Year). *Title of Collaborative Work*.
- Last Name, First Initial. (Year). *Title of Presentation*. Presented at *Conference Name*, City, State/Country.

CERTIFICATIONS & LANGUAGES [Optional but can tailor this section based on what's most relevant to the job description.]

- **Certifications:** [List relevant certifications.]
- **Languages:** [Include level: fluent, conversational, basic]