

Example CVs

CV 1 (chronological – academic)

Lauren BOURGET

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RESEARCH INTERESTS & CAREER ASPIRATIONS

A highly motivated PhD graduate looking for a postdoctoral position with the long-term aim of achieving an academic research career. Proficient in a repertoire of cellular and molecular biology techniques. My principal research interests lie in drug discovery and development. The recent focus of my research has been on elucidating cell death mechanisms induced in prostate cancer.

EDUCATION

2008–2012 **PhD in Molecular and Cellular Biology**, Université de Lyon

Supervisor: Professor Jean Lazarus

Managed a research project in endocrinology & oncology in collaboration with urologists from Lyon-Ouest Hospital.

Project aim: Specified cell death mechanisms induced by ligand TRAIL in normal and cancer prostate in relation to hormonal status.

Strategy:

- Identified TRAIL-receptors implicated in cell death in rat prostate induced by castration;
- Combined treatments in vitro to improve cell death of cancer cells;
- Developed a mouse model of prostate cancer.

Publications and presentations:

Lazarus J, Bourget L (2011) "XXX XXX XXXX XXXXXXXXXXXXXXXXXXXXXXXX". *Journal of Physiology* (34), pp 345–352.

Bourget L, Lazarus J (2012) "XXX XXX XXXX XXXXXXXXXXXXXXXXXXXXXXXX" submitted to *Prostate*.

Presentation to a French congress "XXXX XXXX XXXXXX XXXXXXXXXXXXXXXX" in 2011.

2005–2007 **Master's in Biology**, Université de Lyon

Taught courses - Six months in Cellular Biology, Genetics, Physiology, Immunology and Neurobiology.

Internship - Four months in the laboratory INSERM U689 in Laennec University, Lyon. Participated in a project to identify the cellular proteins affected by herpes simplex virus type 1.

2003–2005 **Bachelor in Biology**, UCBL

Courses in Genetics, Cellular and Molecular Biology, Biochemistry, Physiology and Statistics.

RESEARCH EXPERIENCE

2007–2008 **Research Assistant**, CNRS/Institut Jacques Monod, Paris
Managed a research project for one year in a research team of five.

Project aims: Specified the role of an extracellular matrix protein on myoblast differentiation.

Techniques used: Produced and purified a high quantity of recombinant proteins in mammal cells.

Tested these recombinant proteins in vitro on myoblast adhesion, proliferation and differentiation.

SCIENTIFIC TECHNIQUES

Cellular biology Routine culture cell lines (LNCaP, DU145, PC3, HEK193, C2C12), transient siRNA knockdowns, cellular tests (proliferation, adhesion and differentiation), apoptosis analysis (flow cytometry, DAPI, pro-apoptotic proteins detection and caspase activity dosage).

Molecular biology Protein-RNA-DNA extraction, quantitative RT-PCR.

Protein biochemistry Western-blot, co-immunoprecipitation, affinity chromatography, ELISA, notion in two-dimensional electrophoresis.

Animal experimentation Prostate tumour generation in nude mice and follow-up the tumour growth.

Tissue Analysis BOUIN fixation, paraffin-embedded tissue sections, TUNEL, immunohistochemistry.

PROJECT RESEARCH SKILLS

- Experimental protocols: designing, planning, budget-management and deadline respect;
- Effective presentations and reports on a regular basis; Problem solving;
- Training and management of two technicians.
- Language: French: Mother tongue; English: Fluent; Spanish: Basic conversation.
- Computing: Word, Excel, PowerPoint, EndNote, Adobe Photoshop, Statview, Optiquant.
- Other: Full driving licence.

TRAINING

March 2011 Patent rights sensitisation in INPI, Lyon
2009 Regulatory Training in Animal Experimentation (level I)

MEMBERSHIP AND INTERESTS

2011–2012 Member of "BioDocs-Lyon" association: researchers' network.
2010–2012 Member of "Alter-Conzo" association to promote responsible agriculture.
Sports Volley-Ball, squash, skiing, snowboarding, diving (PADI level I).

REFERENCES

Professor Jean Lazarus, Researcher Professor, Université de Lyon Lyon, France j.Lazarus@lyon.fr +334.23.37.71.54	Dr Renée Pont Senior scientist CNRS/Institut Jacques Monod Paris, France r.Pontx@cnrs.fr +33 1.23.45.91.32
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CV 2 (targeted – technical research post)

Lauren BOURGET

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RESEARCH INTERESTS & CAREER ASPIRATIONS

A highly motivated PhD graduate with over 5 years' professional experience in the laboratory. Proficient in a repertoire of cellular and molecular biology techniques, my career intention is to transfer my skills and core competencies into a drug discovery and development programme.

SCIENTIFIC TECHNIQUES

Cellular biology	Routine culture cell lines (LNCaP, DU145, PC3, HEK193, C2C12), transient siRNA knockdowns, cellular tests (proliferation, adhesion and differentiation), apoptosis analysis (flow cytometry, DAPI, pro-apoptotic proteins detection and caspase activity dosage), establishment of stable transfection in mammal cells, immunofluorescence.
Molecularbiology	Protein-RNA-DNA extraction, quantitative RT-PCR.
Protein biochemistry	Western-blot, co-immunoprecipitation, affinity chromatography, ELISA, notion in two-dimensional electrophoresis.
Animal experimentation	Prostate tumour generation in nude mice and follow-up the tumour growth.
Tissue Analysis	BOUIN fixation, paraffin-embedded tissue sections, TUNEL, immunohistochemistry.

EMPLOYMENT HISTORY

2007–2008 **Research Assistant**, CNRS/Institut Jacques Monod, Paris
Managed a research project for one year in a research team of five.
Project aims: Specified the role of an extracellular matrix protein on myoblaste differentiation.
Techniques used: Produced and purified a high quantity of recombinant proteins in mammal cells.
Tested these recombinant proteins in vitro on myoblaste adhesion, proliferation and differentiation.

EDUCATION

2008–2012 **PhD in Molecular and Cellular Biology**, Université de Lyon
Managed a research project in endocrinology & oncology areas in collaboration with urologists from Lyon-Ouest Hospital. Specified cell death mechanisms induced by ligand TRAIL in normal and cancer prostate in relation to hormonal status.

Identified TRAIL-receptors implicated in cell death in rat prostate induced by castration; Combined treatments in vitro to improve cell death of cancer cells; Developed a mouse model of prostate cancer.

2005–2007 **Master's in Biology**, Université de Lyon
Taught courses – Six months in Cellular Biology, Genetics, Physiology, Immunology and Neurobiology.

Internship – Four months in the laboratory INSERM U689 in Laennec University, Lyon.
Participated in a project to identify the cellular proteins affected by herpes simplex virus type 1.

2003–2005 **Bachelor in Biology**, UCBL
Courses in Genetics, Cellular and Molecular Biology, Biochemistry, Physiology and Statistics.

PERSONAL AND TRANSFERABLE SKILLS

Teamworking and collaboration

Working as part of a research team comprising six members, liaising with other departmental colleagues and collaborating with external partners (university and industry);
Training and management of two technicians, taking responsibility for their work and offering advice.

Communication

Effective presentations at conferences and in the university department, writing reports on a

Problem solving

Able to think creatively and apply my knowledge to new problems. Discussing and brainstorming team members to work out solutions and find innovative ways to go forward.

PUBLICATIONS & PRESENTATIONS

Lazarus J, **Bourget L** (2011) "XXX XXX XXXX XXXXXXXXXXXXXXXXXXXXXXXX".
Journal of Physiology (34), pp 345–352.

Bourget L, Lazarus J (2012) "XXX XXX XXXX XXXXXXXXXXXXXXXXXXXXXXXX" submitted to *Prostate*.

Presentation to a French congress "XXXX XXXX XXXXXX XXXXXXXXXXXXXXXX" in 2011.

TRAINING, MEMBERSHIP AND INTERESTS

March 2011 Patent rights sensitisation in INPI, Lyon.
2009 Regulatory Training in Animal Experimentation (level I).
2011–2012 Member of "BioDocs-Lyon" association: researchers' network.
2010–2012 Member of "Alter-Conzo" association to promote responsible agriculture.
Sports Volley-Ball, squash, skiing, snowboarding, diving (PADI level I).

OTHERS SKILLS

Language: French: Mother tongue; English: Good working knowledge; Spanish: Basic conversation.
Computing: Word, Excel, PowerPoint, EndNote, Adobe Photoshop, Statview, Optiquant.
Other: Full driving licence.

REFERENCES

Available on request.

CV 3 (targeted/skills based – science communication)

Lauren BOURGET

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Phone (mobile): +33 (0)6 63 01 33 93

Email: lauren.bourget@yahoo.fr

www.linkedin.com/pub/lauren-bourget/10/b72; Fluent English

RELEVANT EXPERIENCE

Science communication and media

- Responsible for all media and communications whilst working with Alter-Conzo to promote responsible agriculture.
- Devised a handbook for members on media and press engagement in order to pass it on to future voluntary media officers.
- Familiar with the press avenues at the international level including EurekAlert and AlphaGalileo.
- Organised a public event including contacting the press, local publicity campaign and press release.
- Presented talks at a departmental and national levels during conferences in English. Also presented posters at international conferences where I interacted and networked with other scientists.

Teamwork and collaboration

- Working as part of a research team comprising six members, liaising with other departmental colleagues and collaborating with external partners (university and industry);
- Liaised with other students based in Germany and UK in the collaborative network and had two lab visits during my PhD.
- Supervised and monitored the work of master's and degree students in the lab. Also, some tutorial work.

Project management

- Organising a major public event working as the voluntary media officer for Alter-Conzo required careful management to ensure the event was successful. This involved agreeing an initial team strategy, delegation of tasks, identifying local groups to target publicity, booking a venue, and liaising with the press and local officials.
- Following the event I wrote a report for the association to be distributed to other members in the network.
- As an active member of the BioDocs-Lyon" association: researchers' network I managed a schedule of events during the year to bring speakers into the institute to deliver afternoon lectures. With two other members of the group, I organised their travel and accommodation and took them for an evening meal.
- Project management of my PhD was essential due to its collaborative nature. It was necessary to prioritise tasks and to coordinate activities with other partners in the network.

EMPLOYMENT HISTORY

2007–2008 **Research Assistant**, CNRS/Institut Jacques Monod, Paris

- Managed a research project for one year in a research team of five.
- *Project aims*: Specified the role of an extracellular matrix protein on myoblast differentiation.

EDUCATION

2008–2012 **PhD in Molecular and Cellular Biology**, Université de Lyon
Managed a research project in endocrinology & oncology areas in collaboration with urologists from Lyon-Ouest Hospital. Specified cell death mechanisms induced by ligand TRAIL in normal and cancer prostate in relation to hormonal status.

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2003–2005 **Bachelor in Biology**, UCBL
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PUBLICATIONS & PRESENTATIONS

- Lazarus J, Bourget L (2011) "XXX XXX XXXX XXXXXXXXXXXXXXXXXXXXXXXX". *Journal of Physiology* (34), pp 345–352.
- Bourget L, Lazarus J (2012) "XXX XXX XXXXX XXXXXXXXXXXXXXXXXXXXXXXX" submitted to *Prostate*.
- Presentation to a French congress "XXXX XXXX XXXXXX XXXXXXXXXXXXXXXX" in 2011.

TRAINING

March 2008 Patent rights sensitisation in INPI, Lyon
2005 Regulatory Training in Animal Experimentation (level I), UCBL
1997–1999 Training as Doctor of Medicine (the first year), Laennec University, Lyon

OTHERS SKILLS

Language: French: Mother tongue; English: Fluent; Spanish: Basic conversation.
Computing: Word, Excel, PowerPoint, EndNote, Adobe Photoshop, Statview, Optiquant.
Other: Full driving licence.

MEMBERSHIP AND INTERESTS

2007–2008 Member of "BioDocs-Lyon" association: researchers' network.
2006–2008 Member of "Alter-Conzo" association to promote responsible agriculture.
Sports Volley-Ball, squash, skiing, snowboarding, diving (PADI level I).

REFERENCES

Professor Jean Lazarus,
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CV 4 (skills based – non-scientific role)

Lauren BOURGET

25 rue de Campsaure, 6900 Lyon, France

Phone (mobile): +33 (0)6 63 01 33 93

Email: lauren.bourget@yahoo.fr

www.linkedin.com/pub/lauren-bourget/10/b72; Fluent English

CAREER MOTIVATION

A highly motivated PhD graduate looking to train into a career as a chartered accountant. Excellent communication and teamworking skills coupled with well developed analytical and problem solving abilities, my aim is to pursue an intellectually stimulating and challenging career.

PERSONAL AND TRANSFERABLE SKILLS

Academic ability

- Qualified to PhD level, I have achieved a consistent academic record throughout my education;
- Able to understand and synthesise complex information and present it in writing;
- Able to learn new concepts, facts and methodologies during my PhD. This included reading research literature, learning new computer packages and laboratory techniques.

Teamworking and collaboration

- Working as part of a research team comprising six members, I liaised with other departmental colleagues and collaborating with external partners (university and industry);
- As an active member of the university postgraduate association I organised events with other students and researchers. For example, arranging outside professionals to speak in the department and monthly social events.
- Trained and managed two technicians, taking responsibility for their work and offering advice.

Commercial awareness

- Due to my interest in commercialising research, I took a training course in patent rights;
- Organising talks in the department required adherence to a budget for speaker travel expenses.

Communication

- Made oral presentations to the university department and to a congress;
- During my role as research assistant I wrote a final report of my findings which was presented to the other team members.

Curiosity and Problem solving

- Able to think creatively and apply my knowledge to new problems;
- Discuss and brainstorming team members to find solutions and innovative ways to go forward.

Flexibility and Adaptability

- Conducting new research during my PhD, I was faced with unpredictable results requiring critical thinking and a flexible approach;
- Time management meant working weekends and long hours according to experimental protocols especially during long-term studies;

EDUCATION

2008–2012 **PhD in Molecular and Cellular Biology**, Université de Lyon
Managed a research project in endocrinology & oncology areas in collaboration with urologists from Lyon-Ouest Hospital. Specified cell death mechanisms induced in normal and cancer prostate in relation to hormonal status.

2005–2007 **Master's in Biology**, Université de Lyon

2003–2005 **Bachelor in Biology**, UCBL

EMPLOYMENT HISTORY

2007–2008 **Research Assistant**, CNRS/Institut Jacques Monod, Paris
Managed a research project for one year in a research team of five.

TRAINING, MEMBERSHIP AND INTERESTS

March 2011 Patent rights sensitisation in INPI, Lyon.
2009 Regulatory Training in Animal Experimentation (level I).
2011–2012 Member of "BioDocs-Lyon" association: researchers' network.
2010–2012 Member of "Alter-Conso" association to promote responsible agriculture.
Sports Volley-Ball, squash, skiing, snowboarding, diving (PADI level I).
Travelling New-Caledonia, Europe, Morocco.

OTHERS SKILLS

Language: French: Mother tongue; English: Good working knowledge; Spanish: Basic conversation.
Computing: Word, Excel, PowerPoint, EndNote, Adobe Photoshop, Statview, Optiquant.
Other: Full driving licence.

REFERENCES

Professor Jean Lazarus,
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M. Sebastien Renoir
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CV 5 (chronological – academic)

JAMES APPLGARH

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Blog: www.bioscicareer.org

KEY CAPABILITIES

- Highly experienced postdoctoral associate focussing on research into specific interactions between humans and animals.
- Six peer-reviewed primary papers; one review paper; journal referee.
- Co-secured funding for international collaboration with research groups in four countries (in Europe and South America) and industrial stakeholders.
- Supervise two PhD students.

RESEARCH EXPERIENCE

2009– present **Postdoctoral Associate**, Department of Zoology, University of Chicago
The effects of human-animal interactions on animal welfare and product quality.
Funded by an independent fellowship secured from the NSF in 2008, my research focuses on the specific interactions between animals and humans to determine the effect on the nutritional value and quality of the resulting food product. Working as part of an international research consortium, I am using biochemical and molecular techniques to determine specific nutritional content as well as surveying public opinion. The aim and impact of the research is to optimise animal welfare conditions and to influence the supply to food retail companies.

KEY PUBLICATIONS: See page 3 for full list

Primary paper: **Applegarth, J.**, Smith, C.T and Moullier, T.2011. XXXXXXXXXXXXXXX

Review paper: **Applegarth, J.** 2010. XXXXXXXXXXXXXXX

AWARDS and ACHIEVEMENTS

- Poster prize during Experimental Biology conference (2009)
- Best student (final year undergraduate), University of Nevada (2004)

SUPERVISION and TEACHING

- Currently supervise two graduate students. Analysed and discussed their work and explained scientific work as well as literature search to them.
- Acted as tutor in practicals throughout my PhD.

IMPACT ACTIVITIES:

- Worldwide media coverage as a result of press release following key findings in 2011.
- Presented PhD project on the radio and gave an interview on food standards and quality.

- Took part in a public event organised by the Institute. Explained ongoing projects to schoolchildren and parents, international guests and authorities.
- Public dialogue through regular blogs.

RESEARCH TECHNIQUES

- Biochemistry: Fatty acid chemistry, lipid extraction, thin layer chromatography, gas chromatography;
- Physiology: Respirometry, energy assimilation, nutritional physiology, gastrointestinal physiology, energy content calculation;
- Statistics: able to analyse large datasets, analyses of variance, generalized linear model, phylogenetic generalised least squares regression;
- Animal keeping: familiar with maintenance and needs of lab rodents and lagomorphs.

ADDITIONAL SCIENCE PROJECTS AND EXPERIENCE

- Undertook voluntary work for a food policy organisation (Food Ethics Council) which comprised analysing blood samples of farm animals (including cows, sheep, pigs). Participated in field work by collecting faecal samples of livestock, recorded fatty acid content of ruminants.
- Produced a comprehensive report of findings – available on request.
- Researched literature associated with US food policy issues and collated the review into a document which was used by the Food Ethics Council towards a national document submitted to government.

EDUCATION

2005–2009 **PhD Zoology**, Department of Animal Sciences, University of Boston,
Supervisor: Professor Julia Gonzalez

Using gas chromatography, muscle fatty acid composition was examined in 25 mammalian species to determine nutritional content resulting in one publication (see page 3).

2004–2005 **MSc in Nutrition**, School of Food and Nutrition, University of Nevada
Title of Diploma: Nutritional and fatty acid biosynthesis regulated by leptin gene expression PLUS2/DRED.

2001–2004 **BSc Zoology**, University of Nevada

Main subjects studied: animal physiology, parasitology, wildlife biology.

REFEREES

Associate Professor Dr. T. Moullier
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University of Chicago
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Fax: +1 (0) 7566 XXXXX
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Professor Dr. Julia Gonzalez
Department of Animal Sciences,
University of Boston
Tel.: +1 (0) 2366 XXXXX
Fax: +1 (0) 2345 XXXXX
j.gonzalez@boston.ac.es

CV 6 (targeted – industry)

JAMES APPLGARATH

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Email: j.applegarthx@chicago.edu

www.linkedin.com/jamesapplegarth/10/b22/456

KEY CAPABILITIES

- PhD-qualified nutritionist with seven years' experience in the research field.
- Excellent communication skills, team-orientated internally and externally with business partners.
- Highly developed networking skills on an international platform.
- Supervision and leadership of students; identification of development needs.

RESEARCH AND MANAGEMENT EXPERIENCE (NUTRITION)

Nutrition expertise

- Well developed expertise in the field of nutrition spanning 7 years.
- Knowledgeable about potential new opportunities through research, contacts and collaborators (academic and industrial).
- Excellent research track record with six peer-reviewed papers and a review published during the course of my research.
- Up to date with international nutritional developments including food policy.
- Extensive experience in nutritional scientific and technical analysis.

Leadership and motivation

- Highly self-motivated and able to motivate and lead others in projects to achieve results within a specified time-frame.
- Working in a research team with external collaborators, I have co-ordinated the activities of the network through email and face-to-face visits.
- Supervised the work of students within the laboratory throughout the course of my career and have attended courses on leadership and team management.
- Work to high standards as evidenced in the awards achieved during my career.

Communication and teamwork

- Well developed communication skills. I make regular presentations internally and externally at international conferences to audiences of up to 250.
- Highly capable of initiating introductions and forming new collaborations through informal conversations and targeted networking.

- Interact with a wide range of interdisciplinary researchers and business partners as well as conducting public engagement activities all requiring versatile communication formats.
- Contributed to a review document used by the Food Ethics Council towards a national document submitted to government.

EMPLOYMENT HISTORY

2009– present **Postdoctoral Associate**, Department of Zoology, University of Chicago in collaboration with Foodworks Inc.

The effects of human-animal interactions on animal welfare and product quality.

- Funded by a fellowship secured from the NSF in 2008, the research focuses on specific interactions between animals and humans to determine the effect on the nutritional value and quality of the resulting food product.
- The research is a collaborative initiative with a local food supplier, Foodworks Inc. My role is to liaise between the university and all research partners to identify opportunities to improve product quality.

RESEARCH TECHNIQUES

- Biochemistry: Fatty acid chemistry, lipid extraction, thin layer chromatography, gas chromatography;
- Physiology: Respirometry, energy assimilation, nutritional physiology, gastrointestinal physiology, energy content calculation;
- Statistics: able to analyse large datasets, analyses of variance, generalized linear model, phylogenetic generalised least squares regression;
- Animal keeping: familiar with maintenance and needs of lab rodents and lagomorphs.

EDUCATION

2005–2009 **PhD Zoology**, Department of Animal Sciences, University of Boston, Using gas chromatography, muscle fatty acid composition was examined in 25 mammalian species to determine nutritional content resulting in one publication.

2004–2005 **MSc in Nutrition**, School of Food and Nutrition, University of Nevada
Title of Diploma: Nutritional and fatty acid biosynthesis regulated by leptin gene expression PLUS2/DRED

2001–2004 **BSc Zoology**, University of Nevada

Main subjects studied: animal physiology, parasitology, wildlife biology

REFEREES

Associate Professor Dr. T. Moullier
Department of Zoology,
University of Chicago
Chicago, MI
Tel.: +1 (0) 7566 XXXXX
Fax: +1 (0) 7566 XXXXX
thomas.moullierx@nevada .edu

Mr Francis Johnson
Director
Foodworks Inc.
Chicago, MI
Tel.: +1 (0) 7566 XXXXX
Fax: +1 (0) 7566 XXXXX
f.johnson@foodworks.com

- *Analysis A*: CVs 1, 2, 3 and 4 belong to Lauren Bourget who has just completed her PhD. They have been adapted and targeted to each of the corresponding jobs 1, 2, 3 and 4.
- *Analysis B*: CVs 5 and 6 belong to James Applegarth who is nearing the end of his first 3-year postdoctoral post. They have been restructured according to the specifications of jobs 5 and 6.

Analysis A (CVs 1, 2, 3 and 4)

Lauren Bourget has just completed her PhD in molecular and cell biology at the University of Lyon. During this time she has acquired many technical skills and expertise from her research on cell death mechanisms associated with prostate cancer. She has also developed personal skills such as planning, communication and working to deadlines. Alongside her PhD, Lauren has been involved in her university doctoral association (BioDocsLyon) and a local association for responsible agriculture (Alter-Conzo). Prior to undertaking her PhD, Lauren did a Master's degree followed by a research assistantship in Paris.

Lauren has built up a lot of experience and could take her career in many directions. Her PhD has given her in-depth knowledge of her research specialisation but her research skills could be transferred to a range of other research and technical roles. She has developed other skills and experience alongside her PhD which she could transfer into non-research or non-scientific roles, depending on where her interests lie (see Chapter 3). The following analyses of CVs 1–4 demonstrate the different ways in which Lauren has reorganised her CV to make it relevant to a variety of jobs.

CV 1 (chronological – academic)

CV 1 is targeted to job 1 (postdoctoral research scientist, research institute). Job 1 is a postdoctoral post and is described in detailed terms, which specify the techniques required by applicants as well as asking for a good publication record.

CV 1 includes a 'Career goal' at the top of page 1 which is linked to the job specification. It includes information on techniques and research interests relevant to the post. Lauren has highlighted her PhD by placing the 'Education' section first with a lengthy description of the research project, including its aims and corresponding list of publications (if this had been a longer list, Lauren could have stated here 'see Appendix for list of publications and presentations' and then appended them to the CV). Because this is an academic CV, the whole of page 1 is taken up with educational information and research experience.

Page 2 provides a list of research techniques which are important to the post with additional skills, training and membership information mentioned briefly in the second half of this page. Her referees are her supervisors from her PhD and research post, who will be able to vouch for her academic ability.

CV 2 (targeted – technical research post)

CV 2 is targeted to job 2 (scientific officer, research institute). Although this post, like job 1, is based in a research institute, job 2 is a supportive technical role.

Standard and specialised laboratory techniques and research experience are required of the applicants. There is no mention of published papers in the job requirements; instead personal skills are specified such as problem solving, team working and communication.

In CV2, the 'Career goal' is oriented towards this job as it describes the academic research as 'professional laboratory experience'. Lauren has positioned her list of scientific techniques on page 1 and her research post follows directly on from this, highlighting her employment experience. Academic experience and evidence of publications are not as important to this role as for job 1, but a PhD is 'highly desirable' and so appears at the end of page 1. Personal skills are more extensively described and are linked to those specified in the vacancy criteria. Lauren has chosen not to include her referees in this CV, but the same referees she used in CV1 would be appropriate.

CV 3 (targeted/skills based – science communication)

CV 3 is targeted to job 3 (communications manager, European science organisation). Job 3 is a communications post based in a scientific organisation. Although a PhD is not specified in the criteria, it proves an interest in life science research, which is one of the main stated requirements for the post. The key responsibilities of the post are not directly related to Lauren's research as with jobs 1 and 2. However, her voluntary experience working with her university doctoral association and the local agricultural association are highly applicable here.

CV 3 is highly targeted to this communications job. Lauren has chosen not to include a 'Career goal' in this CV. Instead, page 1 is taken up almost entirely with three substantial sections, which have been titled with the identical skills as stated in the job requirements. Using bullet points, Lauren has detailed all the tasks she has carried out in her voluntary activities which evidence her suitability for this role. Although her PhD information is on page 2, she mentions it in one of the bullet points and also links the skills and experience gained from her research to this post. The description of her PhD is given less space as its specifics will not be of interest to the employers, nor will her scientific techniques, which do not feature on CV3. Lauren has used her PhD supervisor as one referee and the other is the director of Alter-Conzo, who can vouch for her communications ability.

CV 4 (skills based – non-scientific role)

CV 4 is targeted to job 4 (trainee chartered accountant, international accountancy firm). The description and criteria described for job 4 make no mention of specific qualifications, but do state the need for candidates to have a 'good academic ability'. The job specifications are sectioned into five personal skills – flexibility, curiosity, team working, commercial awareness and great communication.

Although the application method is by online application form, CV4 demonstrates how you could set out your information to highlight your transferable skills. Page 1 is focused entirely on each of the skill-sets identified in the personal specifications. Bullet-pointed examples are used to demonstrate academic ability, oral and written communication skills, flexibility and all the other skills specified in the job description. Education and employment follow on page 2 documenting from where Lauren acquired her experience and transferable skills. She has used

her supervisor as a referee to vouch for her academic ability and her manager at Alter-Conzo to give a different perspective of her experience.

Analysis B (CVs 5 and 6)

James Applegarth is nearing completion of an independent postdoctoral fellowship. Working at the University of Chicago, James' research focuses on human–animal interactions and the effect on nutritional quality of food products. Previously, he undertook a PhD in nutrition which started his interest in this research area. James is working within an international collaboration and has built up a list of publications, including writing a review. He supervises and tutors students and has won academic prizes.

James' academic career to date places him in a good position to take his academic career further. He has built up a good publication record and is establishing himself within his field. His collaborative research is giving him contacts and the opportunity to find a niche to pursue his research. His additional research responsibilities such as communications, supervision and teaching provide him with extra skills to widen his range of future career options (see career narratives 1–3 in Appendix 1 to read more about academic careers). CVs 5 and 6 demonstrate how James could tailor his CV to an academic post or to a senior post in industry.

CV 5 (chronological – academic)

CV 5 is targeted to job 5 (senior academic role, US university). Job 5 is an assistant professorship* leading to a permanent academic post in the Department of Human Nutrition. The requirements of the post are typical of any academic research position, e.g. able to initiate and lead a research programme, evidence of secured funding, excellent publication record, willing to teach undergraduate students and undertake departmental administrative duties.

In CV5 James has used a reverse chronological CV to match his highly relevant and specific research experience and skills to the job specification. He has listed four 'Key capabilities' at the start of his CV to highlight his research record more significantly to ensure he gets noticed during the selection process (academic posts can sometimes attract over 100 applicants). James has listed his two key publications on page 1 and has appended the full list to the CV. Although the précis of his research is quite short in his CV, he will have been required to send a 1–2-page research statement setting out the aims and direction of his research in more depth.

On page 2 of his CV, James has included additional information of interest to the nutrition department such as his research techniques and additional engagement with his subject beyond research, such as policy and business. His education is listed at the end of page 2. Since a PhD is mandatory to the post, it would have been a waste of valuable space to place this on page 1, since it would not differentiate him from the other candidates.

CV 6 (targeted - industry)

CV 6 is targeted to job 6 (principal nutrition scientist, nutrition company). Job 6 is a senior strategic role in industry requiring the post holder to forecast and manage the direction of the nutritional operations. The vocabulary used in the

* Note that academic posts vary in their titles according to different countries – see Chapter 4, page 40 for a fuller explanation).

advertisement is highly dynamic, e.g. 'recommend reachable opportunities', 'drive forecasting operations' and 'manage contacts with opinion leaders'. The responsibilities and working environment are not as familiar to James as those associated with academia but if he is interested in working in industry, he can tailor his CV and vocabulary to the job specification.

Although James can match himself to many of the competencies required for the post, his lack of directly relevant experience in industry will place him in a weaker position than for a senior academic post. Therefore, in order to be selected for interview, James has reorganised and restructured his research experience in CV6 in line with the specifications of this role. Not only does this demonstrate the transferability and relevance of his experience but by using the language of business, he is showing his enthusiasm for moving out of academia into industry. The 'Key capabilities' section highlights his experience, so that it matches those specified in the job criteria. He has sectioned page 1 into the three key skills required for the post and bullet-pointed examples using dynamic vocabulary.

It is only on page 2 that James reveals himself to be an academic researcher and to show from where he has gained his experience. By this time, he is hoping to have portrayed a positive image of himself to the employer, who may be surprised about his background. Imagine if his 'Employment' section had been positioned first on page 1. The employer may have dismissed James out of hand because of his lack of industry experience before he had had the chance to 'sell' his marketable qualities, especially if there were many applicants for the job. The referees used in CV6 differ from those in CV5, with the substitution of one of the academic referees for one of James' business collaborators, who will be able to vouch for his commercially relevant abilities.

Analysis summary

These CVs demonstrate that you always need to alter your CV and the running order of its content in order to target it to the criteria, as specified in job advertisements. If the employer does not immediately see evidence of your suitability to their post, your CV may be overlooked. In order to get their attention and sell yourself, you need a strategic document. This is likely to produce more successful results than a generic academic CV, which may have served you well up until now.

Refer to Chapter 6 for guidelines on writing a CV and how to match it to particular jobs and their specifications. Advice on how to write a covering letter is also included in Chapter 6 (page 79) and an example is illustrated on the following page (165).

This example is based on CV3 which is being used to apply for job 3.

25 rue de Campsaure
6900 Lyon
France

date

Name of addressee (*if you have one*)

Company name and address

Communications Manager (*include reference number if there is one*)

Dear sir/madam (*or named person*),

I am applying for the post of communications manager which I saw advertised on your website. Having recently completed my PhD in cell biology, I am very keen to pursue a career in science communication. I enclose my CV which provides evidence of my suitability for this post.

During the course of my PhD, I have been working as a media officer on a voluntary basis, in a local agricultural company. During this time I have gained a range of communications experience including media work, writing press releases and devising a handbook for media officers. I volunteered to take on this role due to my interest in writing science for more general audiences, as well as being motivated by working in a team with a common purpose. In addition, to media experience, I have also organised and delivered talks to the public and members of my department.

This role requires excellent organisational and project management skills which I have been developing through my research and voluntary work. As an active member of the university doctoral association, I have helped to organise a schedule of events during the year which involved inviting speakers and arranging their travel and accommodation, working within a budget. During my research, I collaborated with international researchers and helped to co-ordinate the network. This required regularly communicating with them by email or phone and making occasional visits to their labs (and vice versa).

The European Science Organisation is highly respected for its communications and other research-associated work and I would appreciate the opportunity of working with you in this exciting role. I hope you will consider me seriously for the post and look forward to hearing from you.

Yours faithfully, (if sir/madam)
Yours sincerely, (if named person)

Your name (PhD)