

How to write a really good CV?

1. For academia
2. For alternative career paths

Melanie Fritz
Research Strategy and Research Support

Job search engines

- Academia:
 - www.indeed.de
 - www.academicsonline.com
 - www.stepstone.de
 - www.researchgate.net (based on your account)
 - <https://englishjobs.de/>
 - www.jobvector.de
- Outside of academia:
 - www.indeed.de
 - www.researchgate.net (based on your account)
 - www.stepstone.de
 - www.jobvector.de (for science, engineering, IT jobs)
 - <https://englishjobs.de/>
 - www.linkedin.de (based on your account)

Different ways of catching attention for different target groups!



KEEP CALM AND SELL IT

What is a CV for?

Selling tool
to get you to job interview / research funding

- Personal advertisement to „sell“ you to unknown people
 - job applications
 - research funding applications
- Structure & sequence
 - Catch attention with **most significant facts FIRST**
 - Adapted to job description



→ Structure, information included & vocabulary used CRUCIAL

NEVER EVER!



- **Untargeted** – **ALWAYS** match CV to specific job / organization requirements!
- **Spelling mistakes, poor grammar**
- **Disorganized** – info needs to be consistent & logic
- **Too sparse** – don't undersell, put all relevant information, avoid gaps
- **Too much information**

Types of CVs

Academic	Experience based	Skills based
<ul style="list-style-type: none"> • If skills required are very similar to current work • Reverse chronological • „Working document“ for all types of CVs 	<ul style="list-style-type: none"> • For jobs related to your current work, e.g. science communication, teaching • Information re-arranged & clustered to highlight most significant experience 	<ul style="list-style-type: none"> • For fairly different jobs where no directly relevant experience available, e.g. general management, HR • Demonstrate transferability of your skills • Sections around skills, e.g. „Communication“, „Project management“
Jobs in science / research proposals		Alternative careers

The CV style for academia

Objective of the academic CV

Highlight your **academic achievements**

Typical categories of academic CV

- Name, address, contact details
- Main research interests
- Academic career
- Awards & scholarships
- Research methods & techniques
- Research projects & Third party funds
- Main collaboration partners
- Teaching and supervision
- Reviewing activities
- Education
- Skills & Languages
- Training
- ... (what suits your individual situation!)

On additional pages

- List of publications
- List of conference presentations

Typical academic job offer

Post Doc

Required:

- PhD in ... or related field
- Outstanding track record of productivity & creativity in the field of
- Several years of research experience & certain degree of specialization in one or more cutting-edge methods / technologies
- Highly self-motivated, strong desire to learn
- Excellent communication skills

Dr. Max Schmitz – Curriculum Vitae

Born 29th of June, 1982, max.schmitz@zi-mannheim.de

Main Research Interests

- Borderline ...
- PTSD ...
- Psychopathology ...

Academic Career

- 09/12 – present Zentralinstitut für Seelische Gesundheit, Mannheim, Department of xyz, Post-Doctoral Researcher
- Obtained funding for project on ...
 - Solid method experience in
- 12/07 – 08/12 Zentralinstitut für Seelische Gesundheit, Mannheim, Department of abc, Research Assistant
- Lead of research project on ...
- 03/09 – 10/09 University of Pennsylvania, USA, Department of Psychopathology, Visiting Researcher
- Lead of project on ... with Professor Claire Mitchell

Awards and Scholarships

- 06/12 Best Poster Award at 11th International Conference on Borderline Disorders, Tokyo, Japan
- 03/09 – 10/09 DAAD Scholarship for Doctoral Research Stay in USA (4.000,- Euros)

Research Projects & Third Party Funds

- Since 09/2012 DFG project on to fund own salary

Research methods & techniques

fMRI,

Supervision and Teaching

- Since 09/2012 Involved in teaching in Psychosomatics, Heidelberg University
- Since 03/2010 Co-supervision of 5 Bachelor students in Psychology and 3 Master students in Psychopathology

International Collaboration Partners

- Dr. Peter Miller, McGill, Canada – fMRI
- Professor Gianni Novelli, Bologna – Borderline disorder

Education & Vocational Training

- Since 05/10 Postgraduate Training in Cognitive Behavioral Therapy at the University of Heidelberg (Zentrum für Psychologische Psychotherapie, ZPP)
- 14.08.12 University of Heidelberg, Dr. sc. hum., thesis: *Mechanismen und Varianten der Selbstverletzung*, grade: summa cum laude
- 12/07 – 08/12 Doctoral student in the Graduate School Translational Neuroscience, Zentralinstitut für Seelische Gesundheit, Mannheim
- 08.09.07 University of Bath, UK, Master of Sciences, thesis: *Impact of adverse childhood experiences on development of borderline*, grade: very good
- 09/05 – 09/07 Master studies of psychology at University of Bath, UK, focus on psychopathology
- 07.08.05 Free University of Berlin, Bachelor of Arts, thesis: *Psychotherapy options for PTSD*, grade: very good
- 10/03 – 08/05 Bachelor studies in psychology, Free University of Berlin, focus on general psychology

Reviewing Activities

Ad hoc reviewer for Journal x, International Journal on y

Training

- 08/2014 2 day training on communication skills
- 03/2011 2 day training on grantspersonship

Skills and Languages

- Computing Linux programming.....
- Languages German (native), English (excellent), French (fair)

Mannheim, February 2nd, 2015



Types of CVs

Academic	Experience based	Skills based
<ul style="list-style-type: none"> If skills required are very similar to current work Reverse chronological „Working document“ for all types of CVs 	<ul style="list-style-type: none"> For jobs related to your current work, e.g. science communication, teaching Information re-arranged & clustered to highlight most significant experience 	<ul style="list-style-type: none"> For fairly different jobs where no directly relevant experience available, e.g. general management, HR Demonstrate transferability of your skills Sections around skills, e.g. „Communication“, „Project management“
Jobs in science / research proposals	Alternative careers	

The experience based CV for job offers related to current work

Objective of the experience based CV

Highlight your **perfectly fitting experiences**

Typical and possible categories for targeted CV

- Name, address, contact details
- Key capabilities and career motivation
- Research and management experience / Relevant experience
- Employment history
- Teaching (if relevant to job)
- Education
- Publications & presentations (if relevant to job)
- Personal & transferable skills
- Trainings
- Computing & languages
- ... (what suits your individual situation!)

Example for job offer

Research Coordinator

Tasks

- Preparation, **coordination of research projects**
- Planning & organization of **scientific workshops**
- **Media communication**
- Coordination of cooperation with **national & international universities**
- Coordination of the Institute's **research reports**
- Provision of information on **research funding & supporting researchers in proposal writing**

Your profile

- Masters degree, **preferably PhD**
- Practical experience in **science project management**
- Experience in **research funding acquisition**
- Experience in **coordination activities**
- Experience in **conceptual working**
- **Organizational talent & flexibility**
- **Excellent team-working skills, intercultural competence**
- **Excellent German, English, preferably Spanish**

Dr. Max Schmitz

Born 29th of June, 1982.
Ludwigshafener Str. 2, 68159 Mannheim, max.schmitz@gmail.com

Key Capabilities

- PhD qualified psychologist with over 6 years experience in research project management
- Highly developed networking skills with international university colleagues
- Long term experience in organization of innovative scientific workshop formats
- Excellent team-working skills and intercultural sensitivity through international research collaboration

Relevant Research Coordination Experience

Preparation and management of research projects

- Contribution to several successful research proposals
- Responsible for coordination of a large EU research project
- Coordination of several project status reports

Relevant Research Coordination Experience (cont.)

Organization of scientific workshops and international liaising

- Responsible for organization of several international workshops and project retreats
- Development of innovative workshop format for international scientific community

Media communication

- Responsible for all project media communication while working at ZI to promote public understanding of research content
- Organized public event including contacting the press, local publicity campaign and press release

Personal and Transferable Skills

Teamworking, collaboration and intercultural skills

- Working as part of a research team with 12 members, liaising with other Institute colleagues, collaborating with international university partners
- Training and supervision of 5 Master's students, taking responsibility for their development
- Intercultural skills through collaborating with international colleagues and students at ZI, project stays in UK and Spain

Personal and Transferable Skills (cont.)

Organizational skills & flexibility

- Simultaneous organization and coordination of several research projects and workshops
- Trained in flexibility as my PhD research provided unpredictable results requiring critical thinking

Employment History

09/12 – present Zentralinstitut für Seelische Gesundheit, Mannheim, Post-Doctoral Researcher

- *Coordination and management of 3 research projects with 20 participants*
- *Organization of international scientific workshops*
- *Proposal writing*

12/07 – 08/12 Zentralinstitut für Seelische Gesundheit, Mannheim, Research Assistant

- *Management of research project in team of five*

03/09 – 10/09 University of Pennsylvania, USA, Department of Psychopathology, Visiting Researcher

- *Project management & liaising with international project partners*

Education	
Since 05/10	Postgraduate Training in Cognitive Behavioral Therapy at the University of Heidelberg
12/07 – 08/12	Dr. sc. hum. in Psychology, University of Heidelberg, summa cum laude
09/05 – 09/07	Master in Psychology, University of Bath, UK, very good
10/03 – 08/05	Bachelor in Psychology, Free University of Berlin, grade: very good
Training	
08/2014	2 day training on communication skills
03/2011	2 day training on grantspersonship
Languages	
Languages	German (native), English (excellent), French (fair)

Mannheim, February 2nd, 2015 

Types of CVs

Academic	Experience based	Skills based
<ul style="list-style-type: none"> If skills required are very similar to current work Reverse chronological „Working document“ for all types of CVs 	<ul style="list-style-type: none"> For jobs related to your current work, e.g. science communication, teaching Information re-arranged & clustered to highlight most significant experience 	<ul style="list-style-type: none"> For fairly different jobs where no directly relevant experience available, e.g. general management, HR Demonstrate transferability of your skills Sections around skills, e.g. „Communication“, „Project management“
Jobs in science / research proposals	Alternative careers	

The skills based CV for job offers further away from current work

Objective of the skills based CV

Highlight your **perfectly fitting skills**

Typical and possible categories for skills based CV

- Name, address, contact details
- Career motivation
- Skills and experiences
- Employment history
- Education
- Trainings
- Computing (if relevant to job)
- Languages
- ... (what suits your individual situation & job offer!)

Example job offer

Trainee Program insurance company

Tasks & our offer

- Identification of target groups for health programmes
- Assessment of potential interventions
- Trainee visits at different German subsidiaries
- Stay abroad in international partner company
- Substantial training opportunities and mentoring

Your profile

- Very good university degree in psychology, medicine, or health economics
- excellent and proven analytical and conceptual skills
- Performance orientation and courage to go unconventional ways
- Excellent communication skills
- Teamplayer who likes to network, flexibility
- German, English and one further European language

Max Schmitz

Born 29th of June, 1982,
Ludwigshafener Str. 2, 68159 Mannheim, max.schmitz@gmail.com

Career Motivation

- A highly motivated PhD graduate looking to train into a career in the insurance sector.
- Excellent communication and teamworking skills trained in international projects coupled with highly developed analytical and conceptual abilities through working in science, my aim is to pursue and intellectually stimulating and challenging career.

Skills and Experiences

Analytical and conceptual ability

- Psychologist trained to PhD level with excellent academic record throughout my education
- Excellent analytical and conceptual competencies through my PhD project
- High performance orientation visible in successful research track record

Skills and Experiences (cont.)

Teamworking, collaboration and networking

- Working as part of a team comprising six members, I established a network with further colleagues and collaborated with external partners
- As active member of university postgraduate association, I organized events for students and young researchers

Communication

- Various oral presentations at international conferences in English
- Trained in confidently representing research group at other institutions

Flexibility & mobility

- Simultaneous organization and coordination of several research projects and workshops
- Trained in flexibility as my PhD research provided unpredictable results requiring critical thinking

Employment History	
09/12 – present	Zentralinstitut für Seelische Gesundheit, Mannheim, Post-Doctoral Researcher <i>Management of 3 research projects with 20 participants</i>
12/07 – 08/12	Zentralinstitut für Seelische Gesundheit, Mannheim, Research Assistant <i>Management of research project in team of five</i>
03/09 – 10/09	University of Pennsylvania, USA, Department of Psychopathology, Visiting Researcher <i>Liaising with international project partners</i>
Education	
Since 05/10	Postgraduate Training in Cognitive Behavioral Therapy at the University of Heidelberg
12/07 – 08/12	Dr. sc. hum. in Psychology, University of Heidelberg, summa cum laude
09/05 – 09/07	Master in Psychology, University of Bath, UK, very good
10/03 – 08/05	Bachelor in Psychology, Free University of Berlin, very good


Training	
08/2014	2 day training on communication skills
03/2011	2 day training on funding acquisition
Languages	
Languages	German (native), English (excellent), French (fair)

Mannheim, February 2nd, 2015 

Use „action words“


- **Supervise / co-supervise** (Master's / PhD students)
- **Coordinate** (activities within PhD community)
- **Manage** (complex research project with 3 partner institutions)
- **Lead / took lead role** (in organizing seminar series)
- **Secured funding** (by successful proposal)
- **Developed** (investigation procedure)
- **Organized** (summer school)
- **Investigated** (avenues for further funding)
- **Presented** (project results at international conference)
- **Prepared** (project plan)
- **Initiated** (international collaboration)
- **Took responsibility** (for keeping research group informed about progress)
- **Analyzed** (complex data)
- **Completed** (major research project on time)
- **Created** (more efficient communication system for research group)
- **Demonstrated** (my work to school visiting)



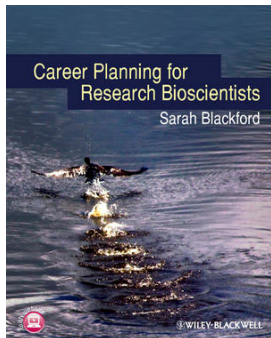


Am I highlighting my key selling points?

30 seconds test:
Give CV to friend / colleague for 30 seconds and ask what he / she remembers....



Annotated example CVs for all 3 categories



Different ways of catching attention for different target groups!







