CV/Resume Panel Notes (Q&A Session)

Q: How strict is the CV formatting?
A:
Graduate student panelist —> It's strongly recommended that you follow the formatting guidelines, and it is usually uncommon to see deviations there
Faculty organizer —> CV's are typically more standardized that resumes -- people may vary font size or put lines under headings etc, but the formatting should be simple without bullet points or dashes. Definitely do not want your CV to have colors, stylized boxes (eg. like the creative resume)

Q: What might be a common mistake you would see on a CV/resume?
A:
Graduate student panelist —> Having a resume longer than one page -- especially early in your career. Later in your career, it may be okay to include experiences/skills that are not exactly pertinent to the position; however, use your best judgement and list the most applicable skills first (the extent to which you include more or less things will depend on the situation).
Faculty organizer —> From the CV/academic content – We are mainly looking for research experience, so a "mistake" would be not having research experience. People will sometimes submit CV's that look like creative resumes (eg. they look like they are applying to something else/not a good fit). Applicants will use a bunch of start-up type buzz words that also are a sign that they may not a good fit for academia. People will include skills that are not that interesting or unique (eg. word/excel which most people are proficient in). This can serve to call out that you do not have specialized skills like SPSS, Stata, R, etc (so in that case it may be better to just leave it off).

> **Follow up Q:** on including most relevant resume items near the top
> **A:**
> Graduate student panelist —> Resumes are typically "scanned" (eg. people look at them very quickly, may be reviewed by a machine for keywords). Keeping those key terms/most relevant items near the top is important to catch the application reader's attention.

Q: Is there a template of sorts that we can use for CVs?
A:
Graduate student panelist —> While applying, found it helpful to look at examples online.
Faculty organizer —> Did a similar thing -- looked at other grad students and faculty CVs for guidance as well.

Q: Should you include teaching experience with kids in CVs?
A:
Graduate student panelist —> The teaching experience section of CVs are typically for professorships or being a TA in a college course.
Faculty organizer —> It can be helpful to include infant/elementary/middle/high school experience as experience working with children when the ages are directly relevant – you may

include it under other experiences. It may also help to include this information in a personal statement instead of a CV to instead highlight your experiences in more detail. Note that if you are not applying to a developmental lab, do not include this type of experience at all.

Q: (1) How to go about moving sections around in the CV? (2) Would you suggest adding hyperlinks to resumes/CVs?
A:
Graduate student panelist —> (1) It is not common to move around the sections for CVs; however, it may be useful to put teaching experience in front of research experience for teaching positions.
(2) There are hidden hyperlinks in panelist's CV, but it's not typical to have one that is blue and underlined.
Faculty organizer —> (2) Does not hyperlink on her CV. Note that applicant readers may not be able to click on anything depending on the way they receive the CV, so do not rely on hyperlinks. Generally though, it should not be an issue if they are there and hidden.
(1) Think about what the audience you're applying to is going to be interested in, and not necessarily what you have the most experience in (eg. applying for a small liberal arts college where they care about teaching experience, may be helpful to put teaching experience first). At the grad school application phase research experience should always be first.

Q: Should you include skills that you have some experience in versus skills you have a lot of experience with?
A:
Graduate student panelist —> You can modify your language to communicate your level of experience in different skills.
Faculty organizer —> If she sees something on skills that is relevant to the lab, she will ask about it. So be sure to use language to indicate your level of experience and be prepared to be asked about it.

Q (directed to graduate student panelist): What things were you considering to show that you were interested in research as someone transitioning careers from industry to academia?
A:
Graduate student panelist —> Grad school has the huge benefit of also including a statement of purpose, so you will have some place to explain.
Panelist worked in marketing for 9.5 years, then did a post bac 1.5y program at Columbia, so she was able to highlight those experiences/skills when applying for grad school. She included marketing experience later in CV and highlighted the parts that were most relevant to research (eg. data analysis and marketing research).

Q: Is there any scenario where you include work experience in a CV (eg. experience working with kids in a relevant age group)?
A:
Graduate student panelist —> Can be worth including those past experiences, if they are relevant to the age groups of the lab. But would not put them in the teaching experience section.
Faculty organizer —> Clinical applicants will typically include clinical experience on their CVs, so it may be helpful to connect with clinical students who have used this format, and adapt it to work for developmental experiences.