



# Virginia Tech Postdoc Essential Skills Series

Curriculum Vitae & Resumes

Wednesday, October 12<sup>th</sup>, 12-1 PM



RESEARCH AND INNOVATION  
VIRGINIA TECH.

# Curriculum Vitae (CV)

- Latin for “course of life”
- Should be comprehensive overview of your academic accomplishments and products
- Not one universal format but look to examples from those in your field for inspiration
- The ORDER of items will vary based on the academic position you are applying to
  - Courses taught and mentoring experience might precede publications when applying to undergraduate-serving institutions
  - For more on faculty career “readiness” see: [career.ucsf.edu/phds/career-paths/faculty/acra](https://career.ucsf.edu/phds/career-paths/faculty/acra)

## Core sections of a CV:

- Education
- Publications (could also include preprints, submitted, or in preparation publications under separate subheadings)
- Presentations (conference presentations or abstracts; departmental seminars, etc...)
- Research Experience
- Patents
- Funding
- Teaching
- Mentoring
- Service

# EXAMPLE CV Components

Postdoctoral Affairs Program Administrator  
Office of Research and Innovation  
Virginia Polytechnic Institute and State University  
e-mail: [christsmith@vt.edu](mailto:christsmith@vt.edu)  
Office Phone: (540) 231-1951

Burruss Hall, Suite 340  
800 Drillfield Drive  
Blacksburg, VA 24061  
Mail Code: 0244  
[www.christophertsmith.com](http://www.christophertsmith.com)

## Education:

Ph.D. Neurobiology, University of North Carolina, Chapel Hill (UNC-CH) March 2014  
B.S. Neuroscience (magna cum laude), Furman University May 2008

## Professional Experience:

Postdoctoral Affairs Program Administrator January 2022 - present  
Office of Research and Innovation, Virginia Tech [research.vt.edu/about/postdoctoral-associates](http://research.vt.edu/about/postdoctoral-associates)

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## EDUCATION

GRADUATE STUDENT IN CURRICULUM IN NEUROBIOLOGY  
FALL 2008 - PRESENT  
University of North Carolina at Chapel Hill - Chapel Hill, NC

BACHELOR OF SCIENCE IN NEUROSCIENCE – 2008  
Furman University – Greenville, SC

# EXAMPLE CV Components

## RESEARCH

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**Dissertation Lab - Boettiger Lab**  
**University of North Carolina at Chapel Hill**  
**Chapel Hill, NC**

**May 2009 - present**  
**Curriculum in Neurobiology**  
**Department of Psychology**

- Continuing to investigate the role of dopamine on prefrontal cortex function and performance on a delayed-discounting decision-making task.
- Investigating the effect of age on impulsive choice ratios (ICRs) on a delayed-discounting task.

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## Research Experience:

### **Postdoctoral Research Fellow**

Department of Psychology, Vanderbilt University

Advisor: David H. Zald, PhD

**August 2014 - January 2019**

Broadly, I used fMRI and PET to better understand the neurobiology of motivation, reward, and decision making in human participants and the role of the neuromodulator, dopamine (DA), in these processes. Specifically, I have investigated individual differences in d-amphetamine (dAMPH)-induced dopamine release and subjective positive responses to dAMPH along with personality and genetic factors that may predict these individual differences measures.

#### Findings and conclusions:

- Individual variability exists in degree of subjective responses (Feel, Like, High, Want More) participants report after oral dAMPH. In addition to some individuals not reporting subjective



# EXAMPLE CV Components

## Presentations:

### Conference Presentations

Society for Neuroscience 2017 Annual Meeting. Washington, DC

**November 2017**

“Ventral Striatal Dopamine Transporter Availability Uniquely Predicts Lower Trait Impulsivity in Healthy Young Adults.”

**Smith CT**, San Juan DT, Katz DT, Dang LC, Perkins SF, Burgess LL, Cowan RL, Samanez-Larkin GR, Zald DH

## Publications (also see [NCBI Bibliography](#)):

**Typically these are listed in reverse chronological order but do look at conventions in your field**



**22.** Veronese M, Rizzo G, Belzunce M, Schubert J, Searle G, Whittington A, Mansur A, Dunn J, Reader A, Gunn RN, and **the Grand Challenge Participants**. Reproducibility of findings in modern PET neuroimaging: insight from the NRM2018 grand challenge. *Journal of Cerebral Blood Flow & Metabolism*. 2021 May 17. doi: 10.1177/0271678X211015101 \*I contributed analysis data that was used in this reproducibility paper.

**21.** Fernandes JD, Sarabipour, **Smith CT**, Niemi NM, Jadavji NM, Kozik AJ, Holehouse AS, Pejaver V, Symmons O, Filho AWB, Haage A (2020). A survey-based analysis of the academic job market. *eLife*, 2020 Jun 12;9. doi: 10.7554/eLife.54097.

# EXAMPLE CV Components – Applying to primarily undergraduate inst.

## Publications (also see [NCBI Bibliography](#)):

# denotes undergraduate mentee co-author

15. Stark AJ, **Smith CT**, Lin YA, Peterson KJ, Trujillo P, van Wouwe NC, Kang H, Donahue MJ, Kessler RM, Zald DH, Claassen DO (2018). Nigrostriatal and mesolimbic D2/3 receptor expression in Parkinson's disease patients with compulsive reward-driven behaviors. [Journal of Neuroscience](#). doi: 10.1523/JNEUROSCI.3082-17.2018 PMID: PMC5884458.

14. Stark AJ, **Smith CT**, Peterson KJ, Trujillo P, van Wouwe NC, Donahue MJ, Kessler RM, Deutch AY, Zald DH, Claassen DO (2018). [18F]fallypride characterization of striatal and extrastriatal D2/3 receptors in Parkinson's disease. [Neuroimage: Clinical](#), 18, 433-442. PMID: PMC5849871

13. Dang LC, Samanez-Larkin GR, **Smith CT**, Castellon JJ, Perkins SF, Cowan RL, Claassen DO, Zald DH (2017). FTO affects food cravings and interacts with age to influence age-related decline in food cravings. [Physiology & Behavior](#). doi: 10.1016/j.physbeh.2017.12.013 PMID: PMC5994171

12. Elton A, **Smith CT**, #Parrish MH, Boettiger CA (2017). COMT Val<sup>158</sup>Met polymorphism exerts sex-dependent effects on fMRI measures of brain function. [Frontiers in Human Neuroscience](#). doi: 10.3389/fnhum.2017.00578 PMID: PMC5723646

# Additional CV Sections

## Funding:

**F32-DA041157 (Christopher Smith)**

National Institute on Drug Abuse

**Linking Temporal Differences in d-Amphetamine Subjective Effects to DRD2 and DAT**

**6/2016 - 5/2019**

**\$173,734**

## Teaching:

**Guest Lecture**, Vanderbilt University, Nashville, TN

Neurobiology of Addiction (NSC 3240)

*Neuroimaging Addiction*

Number Enrolled: 33

**Spring 2018**

## Mentoring:

### Vanderbilt University

**Neuroscience 292 (Independent Research) Research Project advisor for Elliot McClure (Spring 2018)**

Project title: Asymmetry in Midbrain Dopamine D2 Receptor and Dopamine Transporter Availability

**Neuroscience 292 Research Project advisor for Aaron Tetreault (Fall 2016)**

Project title: Using a Modified BART/BAIT fMRI Task to Better Analyze Uncertainty Processing

**Undergraduate Neuroscience Honors Thesis advisor for Emily Long (2015-16 academic year)**

Thesis title: Estradiol Levels Modulate Dopamine Binding and Release: An [18-F]-Fallypride PET Study

# Additional CV Sections

## Professional Development:

### CIRTL Evidence-Based Teaching Workshop

May 2017

Center for the Integration of Research, Teaching, and Learning (CIRTL) 2-day workshop on effective evidence-based teaching practices including topics on active learning, learning preferences, student motivation, course design, assessment, classroom management, and application the legacy cycle.

## Service:

**Ad-hoc Reviewer (see [Publons profile](#)) for: *PLoS One, Cerebral Cortex, Neuropsychologia, Hormones and Behavior, Neuroimage, Neuroscience Letters***

[Fisk-Vanderbilt Bridge Program](#) Mentor

January 2018 - Present

Contributing writer: [Health:Further Blog: Taking Health Further](#)

2018 - Present

Contributing writer: [The POSTDOCKET](#), The monthly newsletter of the National Postdoctoral Association (NPA)

2017 - Present

Co-webmaster: Vanderbilt Postdoctoral Association [Website](#)

2017 - Present

Vanderbilt Postdoctoral Association Junior Co-Chair (Vice President)

July 2017 - July 2018

Vanderbilt Postdoctoral Association and Shared Resources Annual Symposium Planning Committee Member

Spring 2017, 2018

Vanderbilt 3-Minute Thesis (3MT) Competition Planning Committee

Spring 2018



# Consider

**Creating a MASTER CV with EVERYTHING on it, perhaps in more detail than you would include if you were to share it with others**

**Do your best to keep this document up-to-date**

- **It is much easier to add accomplishments or details of specific talks, tasks, products/results when they are top of mind**

**You can then modify and re-order this MASTER CV for the target audience of any position you are applying to.**

**Activity: What is one CV section you could add, modify, or elaborate on after today's session?**

**Discuss in breakout groups: 5 mins**

# CV vs Resume

	CV	Resume
<b>Content</b>	Comprehensive but ordered for reader's/employer's interest	<b>Tailored to focus on skills and experiences relevant to position</b>
<b>Length</b>	As many pages as it takes	1-2 pages
<b>Often prioritizes</b>	Scholarly productivity and academic metrics	Outcomes and results; what you did and the impact it made
<b>Should you list your publications?</b>	Always, in great detail	Perhaps, but far less important for most positions
<b>Framing your time in graduate school</b>	OK to label this time as "Graduate Student" or "Graduate Assistant"	Consider framing this time as equivalent to work experience; "Graduate Research Assistant" as job title could be better than "Student" label
<b>"Professional" Experience</b>	Academics will understand what a postdoc position is	View your time as grad student and postdoc as "years of experience"
<b>Framing of experiences</b>	Teaching = Teaching Mentoring = Mentoring	Teaching = Communicating, Training Mentoring = Leading, Informing, Training

NOTE: Resumes for federal positions applied for through USAJobs will have a different format

# Accomplishment Statements in Resumes

These are impactful descriptions conveying your skills and accomplishments under each of your most relevant experiences. **Start with an action verb.** You should **qualify and quantify your achievements** in each of your accomplishment statements. Highlight your **most relevant transferable skills** in your accomplishment statements in a way that a hiring manager can easily understand.

**Think: Action Verb + Context + Your Contributions/Skills Demonstrated = End Result**

Examples:

- Developed technical reports to disseminate preliminary findings of a research project examining the impacts of XX on YY
- Collaborated with several postdoctoral researchers and graduate students to develop and submit a proposal for a ZZ research grant
- Managed and mentored 2 undergraduate researchers in senior research projects
- Coordinatized a large, multi-institutional research project across 4 institutions and 10 researchers that led to a high-profile publication on the effect of AA on BB with implications for CC.

**Activity: Construct a few accomplishment sentences based on your current work (at Virginia Tech, through volunteering, etc...).**

**Work on Your Own: 5 mins**

**Discuss in breakout groups: 5 mins**

# Example Resume for Scientific Program Manager Role

**Christopher T. Smith, Ph.D.**

**Communicative, Collaborative,  
Critical Thinker**

PHONE NUMBER

ADDRESS

XXX@gmail.com

[LinkedIn](#)

[Website](#)

I have 10+ years' experience working to extract meaning from complex biological and behavior data and communicating results across a variety of platforms to diverse audiences.

- 1) **Academic Written Communication:** 15 peer-reviewed [publications](#) (9 first-author, 150+ [citations](#))
- 2) **Oral Communication:** Powerpoint presentations at leading scientific conferences (n=3), academic institutions (n=5), local [Science Clubs](#), and Vanderbilt IP commercialization plan pitch ([TVC](#), see below), Guest Lectures in 3 different Vanderbilt Courses (200 total enrolled students)
- 3) **Collaborative Team-Player:** Worked with 5+ teams at 6+ academic institutions on published research work with 9+ senior researchers
- 4) **Currently Managing** team of 2 undergraduate students & a research assistant working on 6 different projects: 2 nearing completion (publication of findings), 3 at data analysis stage (75% complete)

## **Education**

2014 Doctor of Philosophy, Neurobiology  
University of North Carolina at Chapel Hill

2008 Bachelor of Science, Neuroscience  
magna cum laude, Furman University, Greenville, SC

## **PROFESSIONAL EXPERIENCE**

### **Postdoctoral Fellow, Department of Psychology**

Vanderbilt University, Nashville, TN, August 2014 - Present

Responsible for data management, analysis of d-amphetamine research projects involving PET imaging.

Worked with a computer programmer to create automated processes for data processing and analysis.

Management & Business Principles for Scientists Course Participant

### **Contributing Writer, *The POSTDOCKET***

Written 7 profile pieces for this online newsletter of the National Postdoctoral Association. Examples [1](#), [2](#), [3](#), [4](#)

**Runner-up team, 2017 Vanderbilt Tech Venture Challenge (TVC)**

Intellectual property pitch event (PathEx blood purification device)

### **Graduate Research Assistant, Neurobiology Curriculum**

University of North Carolina at Chapel Hill, August 2008 - May 2014

Dissertation focused on delay discounting behavioral as a potential intermediate phenotype for alcohol use disorders.

Behavioral genetic and fMRI imaging studies.

4 student mentoring awards at UNC & 2014 UNC Psychology Department Graduate Student Mentor Award

## **LEADERSHIP, TEAMWORK, & SERVICE**

### **Junior Co-Chair/Vice President (2017-18) & Treasurer (2016-17) [Vanderbilt Postdoctoral Association \(VPA\)](#)**

Oversaw \$20,000 budget for organization serving 550+ postdocs

Assisted in implementation of new programming to reach postdocs: over 500 attended 15+ events most recently in 2017-18

Collaborated with 12 distinct research groups (PhDs, MDs) from UC Berkeley, Yale, U of Chicago, U of Colorado, UNC, and Vanderbilt to pursue work relevant to aging, drug addiction, & Parkinson's Disease

2017 & 2018 VPA Symposium Planning Committee: recruited 40+ faculty poster judges and programming for 150+ postdoctoral attendees & constructed/managed post-symposium/bi-annual VPA survey to improve programming

Mentoring: overseen 20+ students conducting independent research at Vanderbilt & UNC, including 5 honors theses

Emphasized:

Communication Skills

- To wide audiences: scientific conferences; science club; lectures to students; pitches for new technology

Teamwork and Management Skills

- Including mentoring experience; collaborative research projects

Quantified when possible

Linked to supporting information

Page two contained a list of my first-authored publications and a link to my full NCBI Bibliography



# Example Resume for Science Writer Role

**Christopher T. Smith, Ph.D.**

**Collaborative Neuroscientist,  
Communicator, Critical Thinker**

PHONE NUMBER

ADDRESS

XXXX@gmail.com  
[LinkedIn](#) [Website](#)

I have 10+ years' experience working to extract meaning from complex biological and behavior data and communicating results across a variety of platforms to diverse audiences.

- 1) **Academic Written Communication:** 16 peer-reviewed [publications](#) (11 first-author, 180+ [citations](#))
- 2) **Oral Communication:** Powerpoint presentations at leading scientific conferences (n=3), academic institutions (n=5), local [Science Clubs](#), and Vanderbilt IP commercialization plan pitch ([TVC](#), see below), Guest Lectures in 3 different Vanderbilt Courses (200 total enrolled students)
- 3) **Website design** and implementation skills: [Personal](#) & [Vanderbilt Postdoctoral Association](#) Websites
- 4) **Social Media Communication:** Brain Twitter Conference [participant](#)
- 5) **General Audience Writing:** Self-published [articles](#) on scientific topics; contributing writer (see below)

## Education

2014 Doctor of Philosophy, Neurobiology  
University of North Carolina at Chapel Hill

2008 Bachelor of Science, Neuroscience  
magna cum laude, Furman University, Greenville, SC

## PROFESSIONAL EXPERIENCE

Contributing Writer, [The POSTDOCKET](#)

Written 7 profile pieces for this online newsletter of the National Postdoctoral Association. Examples [1](#), [2](#), [3](#), [4](#)

Contributing Writer, [Health:Further Blog](#) (Pieces focused on the biomedical science/healthcare industry)

Contributing Writer, [SciEnterrific Group](#) (A global platform for communicating science)

Contributing Writer, [Results & Discussion Newsletter](#) (Vanderbilt School of Medicine's Biomedical Research Education & Training program's bi-annual newsletter on new work/findings from Vanderbilt researchers)

Postdoctoral Fellow, Department of Psychology

Vanderbilt University, Nashville, TN, August 2014 - Present

Responsible for data management, analysis of d-amphetamine (dAMPH) research projects involving PET imaging. Worked with a computer programmer to create automated processes for data processing and analysis.

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## LEADERSHIP, TEAMWORK, & SERVICE

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Oversaw \$20,000 budget for organization serving 550+ postdocs

Assisted in implementation of new programming to reach postdocs: over 500 attended 15+ events most recently in 2017-18

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Mentoring: overseen 22+ students conducting independent research at Vanderbilt & UNC

Other volunteer service: 2018 Vanderbilt [3-Minute Thesis Competition](#) Judge coordination, [Fisk-Vanderbilt Bridge](#) Mentor

Emphasized:

Communication Skills

- To wide audiences: scientific conferences; science club; lectures to students; pitches for new technology

Specific experience working across different communication Platforms: website design; social media; blogging

Highlighted contributing writer experiences and “portfolio” of my work

Less focus on management & teamwork

Quantified when possible

Linked to supporting information

Page two contained a list of my first-authored publications and a link to my full NCBI Bibliography

# Final Thoughts

## **Keep a Master CV and update it regularly**

**Consider reorganizing your CV sections and emphasizing different aspects based on the institution you are applying to**

- **Research-intensive vs primarily undergraduate-serving**

**Think about what experiences beyond your graduate school or postdoctoral work would be relevant to include: volunteering, involvement in student groups, courses or trainings attended, programs/events organized, etc...**

### **For your Resume:**

- **It should always be tailored to what is in the job description**
- **Ensure you are using Accomplishment Statements that emphasize what you did and its impact, quantifying whenever possible**
- **Keep it tight and focuses; a resume will not include all your past experiences or work (different from CV)**



# Additional Readings & Resources

- [Transforming Your CV to a Resume Guide from Princeton University's Center for Career Development](#)
- Example CVs, resumes, and other job search resources from my website:
- [christophertsmith.com/job-search-resources.html](http://christophertsmith.com/job-search-resources.html)
- See [ImaginePhD](#) “Apply” section within a job family for example analyzed job descriptions with tailored resume & cover letter examples

[Analyzed social scientist consultant position, as example](#)



**RESEARCH AND INNOVATION**  
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**Explore Past Essentials Skills Content or Register**  
**for Upcoming Workshops**