

How to Look Good (On Paper!)

An Intro to Resumes

Jack Naylor

PhD Candidate - ACFR

AIAA USSB Success Series

19/5/22 12pm



THE UNIVERSITY OF
SYDNEY



A little about me...

- **PhD Candidate @ ACFR**
working on: *“Simultaneous Localisation and Mapping through Neural Radiance Fields”*
- **BE (Mechanical) (Hons. I)/BSc (Adv.), majors: Space Engineering & Physics**



CV's ain't easy...

- **Different disciplines have different requirements**
- **The requirements differ between countries, industries and companies!**
- **A CV is never “set & forget” - it is a dynamic document.**

What is a CV? (and what is a Resume?)

- **Thoughts?**

What is a CV? (and what is a Resume?)

- **Resume: short, 1-2 pages focussing on professional experience.**
- **CV: everything you've done, your publications, your experience, education... etc**

What is a CV? (and what is a Resume?)

- **Resume: professionals, grads, students mainly for industry.**
- **CV: executives, researchers & academics.**

Q: What if a job you're applying for asks for a CV?

What is a CV? (and what is a Resume?)

- **Resume: professionals, grads, students mainly for industry.**
- **CV: executives, researchers & academics.**

Q: What if a job you're applying for asks for a CV?

A: They don't know the difference. They mean a resume.

Compare the pair!

JOHN SMITH

(000) - 111 - 1111 • john@smith.com
123 Broadway • City, State 12345
123 Pleasant Lane • City, State 12345

EDUCATION

University of California, Berkeley June 2004
B.S. in Computer Science & Engineering
Minor in Linguistics
Member of Eta Kappa Nu
Member of Upsilon Pi Epsilon
Overall GPA: 5.678

EXPERIENCE

ACME, Inc October 2010 - Present
Web Developer Palo Alto, CA

- Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec a diam lectus.
- Donec et mollis dolor. Praesent et diam eget libero Aōbe Colldfusion egstas mattis sit amet vitae augue.
- Nam tincidunt congue enim, ut porta lorem Microsoft SQL lacinia consectetur.
- Donec ut libero sed arcu vehicula ultricies a non tortor. Lorem ipsum dolor sit amet, consectetur adipiscing elit.
- Pellentesque auctor nisi id magna consequat JavaScript sagittis.
- Aliquam at massa ipsum. Quisque bash bibendum purus convallis ultricies ultricies.

AJAX Hosting December 2009 - October 2010
Lead Developer Austin, TX

- Aenean ut gravida lorem. Ut turpis felis. Perl pulvinar a semper sed, adipiscing id dolor.
- Curabitur dapibus enim sit amet elit pharetra tincidunt website feugiat nisi imperdiet. Ut convallis AJAX libero in urna ultricies accumsan.
- Cum sociis natoque penatibus et magnis dis MySQL parturient montes, nascetur ridiculus mus.
- In rutrum accumsan ultricies. Mauris vitae nisi at sem facilisis semper ac in est.
- Nullam cursus suscipit nisi, et ultricies justo sodales nec. Fusce venenatis facilisis lectus ac semper.

TinySoft January 2008 - April 2010
Web Designer & Developer Gainesville, GA

- Vivamus PostgrsSQL fermentum semper porta. Nunc diam velit PHP, adipiscing ut tristique vitae
- Maecenas convallis ullamcorper ultricies stylishevis.
- Quisque mi metus, uniti tasta CSS ornare sit amet fermentum et, tincidunt et orci.
- Curabitur venenatis pulvinar tellus gravida ornare. Sed et erat faucibus nunc euismod ultricies ut id

TECHNICAL STRENGTHS

Computer Languages	Prolog, Haskell, AWK, Erlang, Scheme, ML
Protocols & APIs	XML, JSON, SOAP, REST
Databases	MySQL, PostgreSQL, Microsoft SQL
Tools	SVN, Vim, Emacs

YOUR NAME HERE

Your Position or Tagline Here

📧 your_name@email.com 📞 000-00-0000 📍 Address, Street, 00000 City/ry
📍 Location, COUNTRY 🌐 www.homepage.com 📧 @twitterhandle 📄 your_id 🌐 your_id



EXPERIENCE

Job Title 1
Company 1
📅 Month 200X - Ongoing 📍 Location
• Job description 1
• Job description 2

Job Title 2
Company 2
📅 Month 200X - Ongoing 📍 Location
• Job description 1
• Job description 2

PROJECTS

Project 1
Funding agency/institution
• Details

Project 2
Funding agency/institution
📅 Project duration
A short abstract would also work.

A DAY OF MY LIFE



MY LIFE PHILOSOPHY

"Something smart or heartfelt, preferably in one sentence."

MOST PROUD OF

🏆 **Fantastic Achievement**
more details about it

❤️ **Another achievement**
more details about it of course

❤️ **Another achievement**
more details about it of course

STRENGTHS

Hard-working Eye for detail
Motivator & Leader

C++ Embedded Systems
Statistical Analysis

LANGUAGES

English ●●●●●

Spanish ●●●●○

German ●●●●○

EDUCATION

Ph.D. in Your Discipline
Your University
📅 Sept 2002 - June 2006
Thesis title: Wonderful Research

M.Sc. in Your Discipline
Your University
📅 Sept 2001 - June 2002

B.Sc. in Your Discipline
Stanford University
📅 Sept 1998 - June 2001

YOUR NAME HERE

Your Position or Tagline Here

✉ your_name@email.com 📞 000-00-0000 📍 Address, Street, 00000 Country
 📍 Location, COUNTRY 🌐 www.homepage.com 🐦 @twitterhandle 📄 your_id 📍 your_id



EXPERIENCE

Job Title 1

Company 1

📅 Month 20XX - Ongoing 📍 Location

- Job description 1
- Job description 2

Job Title 2

Company 2

📅 Month 20XX - Ongoing 📍 Location

- Job description 1
- Job description 2

PROJECTS

Project 1

Funding agency/institution

- Details

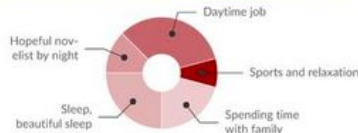
Project 2

Funding agency/institution

📅 Project duration

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📅 Sept 1998 - June 2001

1 1990's ClipArt... Nice.

This is guff - no one cares!
Least of all a hiring manager.

Haven't said how good at C++ you are!

What does a "bubble" represent? Is your 5 bubbles someone else's?

In engineering this is really important! You have an accredited degree!

In Aus & Engineering - Education should be first!

Neither here nor there... Save these for the interview + application!

Who cares that you sleep??

Unfortunately... there's a lot of these. And they're tacky.

Umar Fuzar
 Doctoral Fellow
 Energy Storage Materials

gumar86
 +39 329 6032168
 profile/umar_fuzar
 gularumar@outlook.com

Skills

English - Chemical writing of cells
 Italian - Chemical writing of cells
 Spanish - Chemical writing of cells
 German - Chemical writing of cells
 French - Chemical writing of cells
 Russian - Chemical writing of cells
 Chinese - Chemical writing of cells
 Japanese - Chemical writing of cells
 Korean - Chemical writing of cells
 Arabic - Chemical writing of cells
 Hindi - Chemical writing of cells
 Bengali - Chemical writing of cells
 Urdu - Chemical writing of cells
 Persian - Chemical writing of cells
 Turkish - Chemical writing of cells
 Vietnamese - Chemical writing of cells
 Thai - Chemical writing of cells
 Indonesian - Chemical writing of cells
 Malay - Chemical writing of cells
 Tagalog - Chemical writing of cells
 Filipino - Chemical writing of cells
 Vietnamese - Chemical writing of cells
 Thai - Chemical writing of cells
 Indonesian - Chemical writing of cells
 Malay - Chemical writing of cells
 Tagalog - Chemical writing of cells
 Filipino - Chemical writing of cells

Interests

Energy Storage Systems
 Traveling
 Philosophy and Music
 Chess
 Lee Sketching

References

Remo Proietti Zaccaria
 remo.proietti@it.it
 Claudio Capiglia
 claudio@emvc.biglobe.ne.jp

Education

2015 - 2017 (Expected) **Ph.D. Nanotechnology** Italian Institute of Technology
 Genova, Italy
 Specialization: Energy Storage Materials
 Advisor: Remo Proietti Zaccaria

2011 - 2013 **Erasmus Mundus Masters, Analytical Sciences** University of Lincoln
 Lincoln, United Kingdom
 Specialization: Magnetic Nanoparticles based sensors

Research Experience

2015 - 2017 **Ph.D. Research Fellow** Italian Institute of Technology
 Genova, Italy
 • Worked on single wall carbon nanohorns based sulfur composite as a cathode material for lithium sulfur cell. Mechanistic studies were performed to understand the shuttle effect of polysulfides using impedance spectroscopy.
 • Single wall carbon nanohorns based Germanium nanocomposite (Ge@SWCNH) as an anode active material for lithium ion battery. Studied the effect of SWCNHs on the electrochemical performance of lithium ion battery.
 • Binder and carbon free porous germanium network as high capacity and ultra stable electrode for lithium ion battery.
 • Facile Room temperature synthesis of tin (Sn) nanoparticles decorated on single wall carbon nanohorns as a cheap active material for lithium ion battery.
 • Insight to the destruction mechanism of Tin (Sn) thin film electrode while sodiation/de-sodiation. Electrochemical and morphological study.

Conferences and Summer Schools

May 2017 **EMRS, Spring Meeting** Strasbourg (France)
 • Presented a poster on Single Wall carbon Nanohorns based sulfur and tin composite as cathode and anode materials.

Sept 2017 **Joint European Summer School** Athens (Greece)
 • Comprehensive courses on the fundamentals of solid state ionic solids with a state of the art anodes, cathodes and solid state electrolytes.

Sept 2016 **Jyväskylä Summer School** Jyväskylä (Finland)
 • Fundamentals of electrochemistry and catalysis

Future Research Interests

• In-depth understanding of electrode processes (SEI formation) involved in existing and future generation electrode materials using state of the art characterization technique.

Publications

• For Submitted manuscripts go to the next page or [click here for Google scholar](#)

It is an interactive CV, please print if necessary

JACK SPARROW
 Captain
 Pirate

FACTS

2008-2020
 Jack Sparrow
 Captain
 300
 on a ship

SKILLS

Proficiency • Swimming • Fencing
 English | C2 | mother tongue
 Italian | B2 |

SHORT RESUMÉ

2008-2020 **Captain of the Black Pearl**
 LEAD - East India 9
 I have got the captain's ship back.

2010 **Freelance Pirate**
 BUANZILINO - Tortuga 9
 I'm a pirate. The good, the bad.

2008-2007 **Captain of the Black Pearl**
 LEAD - Tortuga 9
 I have a secret treasure still on the ship.

DEGREES

1720 **Captain**
 Command - Tortuga Uni

1715 **Businessing**
 MA, London

1710 **Businessing**
 BA, London

CERTIFICATES & GRANTS

1718 Captain's Certificate
 1710 Boatwright
 1715-1716 Gunsmith from the Pirate's Company

STRENGTHS

(Name) (History) (Condition)

REFERENCES

[Contact Me](#)

HOBBIES

Blues - The Code
 Poker - Beer

PUBLICATIONS

1720 How I came to get killed by Jack Sparrow. Tortuga Press Press

1710 "Pirating for Beginners" in The Pirate's Press 1710

TALKS

Nov 1720 "How I lost my ship and how to get it back" at Annual Pirate Conference in Tortuga, Nov 1720

Jack Sparrow | The Black Pearl | Tortuga | 0099-333-5547380
[jacksparr@emvc.com](#)

Kori Ditmeyer
 Ingénieur EGEES,
 modélisation numérique

1 25 Septembre 1992
 2 Franco-Canadien-Bolivien
 3 BP06, 58822 Ponsindat Nouvelle Calédonie
 4 +687 907110 (N.C.)
 5 <http://fr.linkedin.com/in/ditmeyer>
 6 kori@ditmeyer.com
 7 Permis B

Profil

Diplômé de l'école d'ingénieurs EGEES, j'ai décidé d'améliorer mes connaissances dans le domaine scientifique et la programmation en poursuivant un Master en "Computational Engineering" et toujours été passionné par les sports liés à l'eau, la mise en place de solutions nouvelles ainsi que par le travail dans un environnement international.

Mes autres centres d'intérêts sont :
 • Sports : Plongée, Spéléologie, rugby
 • Activités : Piano, Football
 • Voyages : France, Bolivie, Algérie, Suède, Canada

Langues

• Français/Espagnol : bilingue
 • Anglais (TOEC : 9/10/90, TOEFL : 95 / 120)
 • Néerlandais, Allemand (débutant)

Références

Disponibles sur demande

Curriculum Vitae

Expériences professionnelles

2016 Haut-Commissariat de la République Nouvelle-Calédonie
 Ingénieur au Service Technique (Assistance aux Communes)
 — Assistance à l'entretien et à l'entretien des AER (déchets)
 — Maître d'œuvre (MOE) construction/rénovation de bâtiments publics, travaux routiers.
 — Pilotage technique et financier des projets.

2016 DITMEYER (Département d'Hydraulique - 6 Mois)
 Détermination des performances numériques des simulations des stations de pompage afin de modifier la place de la modélisation dans la norme ANSI/NSF 9.9-2012.
 Simulations en régime transitoire avec les modèles de turbulence k-epsilon, LES et LES des modèles de 3-55 Millions de nœuds (Dortmund). Mise en place d'outils pour caractériser les vortex (Programmation Java).

2012-2015 SPL Eau de Grenoble Alpes - Régie des Eaux de Grenoble Grenoble/France
 Apprentissage dans le service distribution.
 — Gestion patrimoniale des réseaux d'eau - Mise en place d'indicateurs et d'outils de prospective, utilisation de modèles prédictifs.
 — Représentation de la SPL au sein de groupes de travail nationaux et internationaux - ASTEE, FANCE, ONEMA, Agop-Public/Européens.
 — Amélioration du rendement du réseau d'eau - diagnostic des réseaux d'eau, création et calage d'un modèle hydraulique, dimensionnement des conduites, calcul de mètres et suivi de travaux.
 — Amélioration du système qualité - Mise en place de la norme ISO 14001 et du système de management intégré.

2013 Aitton Hydro Power - 1 Mois
 Diagnostic et proposition de solutions pour rétablir le fonctionnement du réseau d'eau de la station de traitement de Nuske (8000 habitants).

Autres expériences

Since 2015 Membre du groupe jeunes de l'ASTEE - "Publication d'un guide"
 2012-2015 Membre du conseil d'administration de l'EGEES

Formations

2015-2016 HEC, HEC/INRAE Numérique en Ingénierie Strasbourg/France
 Université de Strasbourg

2012-2015 Diplôme d'Ingénieur EGEES
 Ecole Nationale du Génie de l'Eau et de l'Environnement de Strasbourg
 (GEE) - Apprentissage au sein de la SPL Eau de Grenoble Alpes

2010-2012 Classe préparatoire Physique Sciences de l'Ingénieur (PSI) Grenoble/France
 Lycée Champollion

2010 Baccalauréat en Science
 Lycée Marie Curie

Autres formations

2015 Avec Coursiers - programmation R, Household Water Treatment and Safe Storage (HWTSS), Planning and Design of Sanitation Systems
 Avec Agop - outillage interne pour la SPL Eau de Grenoble Alpes

Compétences informatiques

Luckily - it's not just me being boring.

- **HR managers hate these, particularly for high interest jobs.**
- **They prevent the use of AI resume scanning tools used to weed out weak candidates off the bat.**
- **Also really distracting to find the information to ask questions in an interview.**

Remember your goal: To get an interview!

- **Solution: make it machine readable, and easy to read.**

Some do's and don'ts

- **Do: mention your skills**
- **Don't: give anything on an arbitrary scale. Use concrete words.**
- **Do: mention key achievements/projects.**
- **Don't: use a photo.***
- **Don't: use long wordy sections.**

Why the asterisk on photos?

- Not a thing in Australia or the US.
- Big thing in Europe!
- Europass
(<https://europa.eu/europass>) is a standardised resume for all of Europe - use if applying for roles overseas



Some sections for students:

- **Contact Details**
- **Current Role**
- **Education**
- **Experience**
- **Volunteering**
- **Skills**
- **Referees**

My Resume



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Some Notes: Education

- **There's a point where your high school becomes unimportant**
- **Conversation: 2 weeks after ATAR release. CV: Probably just after graduating university (if not before)**
- **I'm in academia: I have a lot of detail here - you don't need this much!**

Experience

- **Current Positions first, in order of importance**
- **Chop and change based on relevance to role you're applying for**
- **For example: don't have my work w/ NSW Electoral Commission or Aus. Electoral Commission.**
- **Account for experience gaps (mostly for after you graduate)**

Volunteering

- **Important, particularly when the experience section is light on**
- **Focus on soft skills: leadership, community mindedness, being an all around top person.**

Skills

- **The most useful for engineers!**
- **If the role says “C++ desirable” you want to show you know C++, and evaluate how good you are.**
- **Technical skills that are in high demand: e.g. rapid prototyping, design, simulation are always desirable to put irrespective of the role.**
- **DON'T LIE OR OVERSTATE YOUR SKILLS. You aren't “Proficient in Solidworks” if you are referencing your 1st year intro subject.**

How should I write my resume/CV?

- **If you know me, you know there's one thing I hate more than anything:**

How should I write my resume/CV?

- **If you know me, you know there's one thing I hate more than anything: Microsoft Word.**

How should I write my resume/CV?

- **If you know me, you know there's one thing I hate more than anything: Microsoft Word.**
- **Solution: do it in LaTeX! (or use Europass if applying to Europe!)**

How should I write my resume/CV?

- **Fonts: go for a sans-serif (easy on the eyes, legible)**
- **12pt font - break it up into sections with whitespace**
- **Use dot points!**
- **Use action verbs!**

Achievement
accelerated
accomplished
achieved
activated
attained
competed
earned
effected
elicited
executed
exercised
expanded
expedited
generated
improved
increased
insured
marketed
mastered
obtained
produced
reduced
reorganized
reproduced
restructured
simplified
sold
solicited
streamlined
succeeded
upgraded

Help/Teach
advised
clarified
coached
collaborated
consulted

Administrative
arranged
channeled
charted
collated
collected
coordinated
dispensed
distributed
established
executed
implemented
installed
maintained
offered
ordered
outlined
performed
prepared
processed
provided
purchased
recorded
rendered
served
serviced
sourced
supported

Lead/Manage
acquired
administered
approved
assigned
chaired
contracted
controlled
decided
delegated
directed

Communication
addressed
arranged
arbitrated
articulated
briefed
communicated
conducted
contacted
conveyed
corresponded
delivered
demonstrated
edited
entertained
interviewed
informed
lectured
mediated
negotiated
persuaded
presented
promoted
proposed
publicized
reported
represented
responded
suggested
translated
wrote

Plan/Organize
allocated
anticipated
arranged
catalogued
categorized
classified
collected

Creative
authored
changed
conceived
constructed
created
developed
devised
drafted
established
formulated
founded
illustrated
influenced
introduced
invented
launched
originated
revamped
revised
staged
updated
visualized

Research/Analytical
assessed
compared
critiqued
defined
derived
detected
determined
discovered
evaluated
examined
explored
found
inspected

Financial
allocated
analyzed
appraised
audited
balanced
budgeted
calculated
compiled
computed
controlled
disbursed
estimated
figured
financed
forecasted
projected
reconciled
tabulated

Technical
adapted
adjusted
applied
built
computed
constructed
designed
diagnosed
engineered
experimented
maintained
modified
operated
prescribed
programmed
proved
reinforced
repaired
resolved

Template? Sure!

Top tips

Be clear.

Be precise.

Be honest.

Be thorough.

What if I'm in research?

- **Your CV will have more sections, and will be a CV not a resume.**
- **I.e. Unrestricted in page limit, therefore restricted in who cares.**
- **Research experience, teaching experience, grants, publications, conferences, invited talks, honours and awards etc.**

Other things you can do for employability

- **Keep your LinkedIn up-to-date: it's your second resume/CV.**
- **Tailor your resume! A job in civil construction is unlikely to care about your 3-day stint in banking making coffees.**
- **If you code: a GitHub which is up to date, shows some key projects.**
- **If you want to go into academia: a website.**

Cover Letters

3 parts:

- 1. Why you're writing - the job, where you found it, why you're interested/a good fit.**
- 2. Your skills, why you're qualified, interest in job and organisation (1-2 paragraphs)**
- 3. Interest in an interview, thank them for their time/consideration.**

Dear Dr. Funahashi:

Thank you very much for taking the time to meet with me yesterday morning about employment opportunities with Global Education Associates. I am even more enthusiastic about the work you do now that I have had the chance to learn more about it.

As we discussed, my experience at WorldTeach and my extensive international travel have instilled in me the desire to foster educational opportunities worldwide, and to promote cross-cultural understanding of educational methods and adapt them as appropriate in developing countries. I am particularly interested in the Educating for Global Citizenship Program due to its commitment to meeting the educational needs of the emerging global community by offering teachers, youth leaders, and community organizers ways to comprehend and respond to the critical and creative task of educating the world in the 21st century.

Thank you once again for your time and consideration. I look forward to speaking with you further about the contribution I could make to your organization and its constituents.

Sincerely,

Alina Cestari

Source: Harvard

In summary:

- **A resume should be concise (it is not a CV).**
- **It should be clean, easy to obtain key information and not distract the reader.**
- **It should be concrete, and truthful.**
- **It serves a single purpose: to get you an interview by listing your background and qualifications. Leave the personality for the interview!**

Q&A

Jack Naylor

jack.naylor@sydney.edu.au

nackjaylor.github.io



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