



How to Make Resumes and CVs for Data Science & Public Health

by

Monika M. Wahi, MPH, CPH

DethWench Professional Services



Outline

- Differences between academia (including government) and industry in terms of **expectations of candidates**
- Definitions:
 - Curriculum Vitae: CV
 - Resume
 - Biosketch
- Monika's recommendations





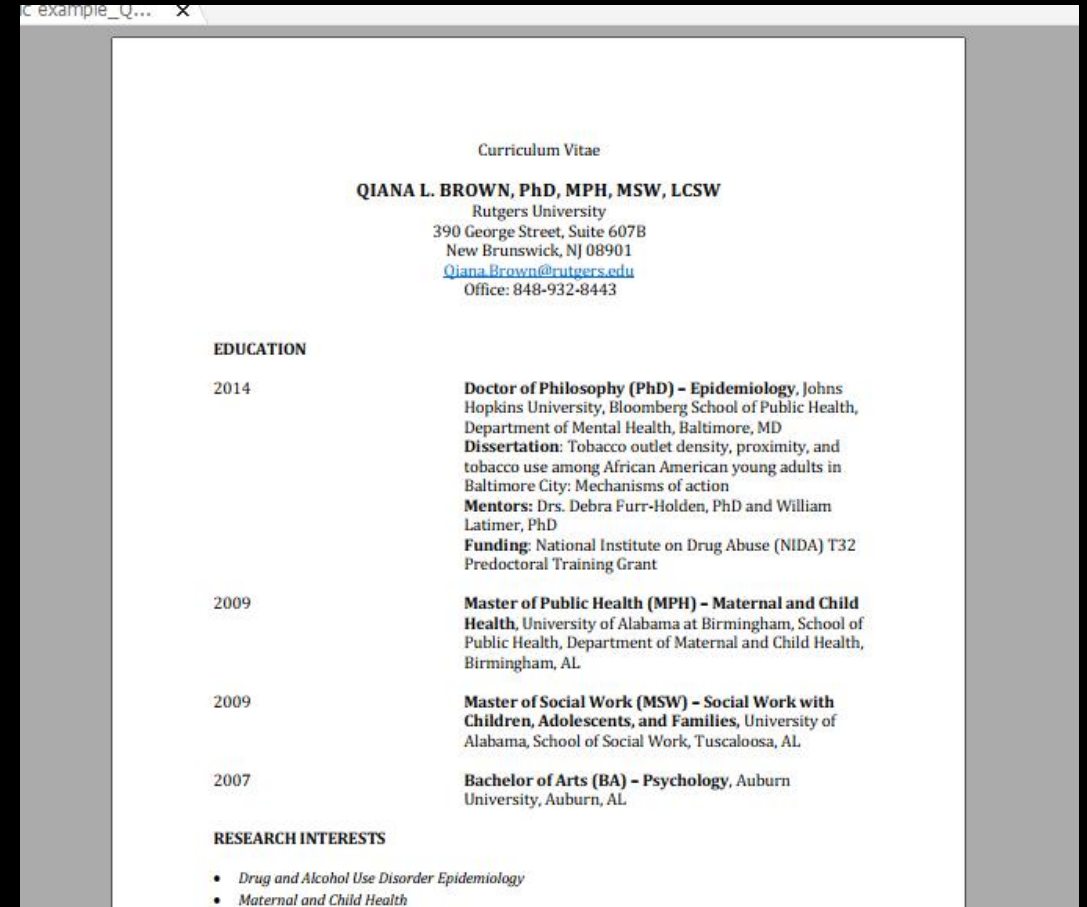
Working in Different Settings

- **Academia and government:** Concerned with prestige/lineages, wants to know your entire past, values peer-reviewed publications and grants, cares less about technical skills (specific software) and patents
- **Industry:** Concerned with efficiency/production, only interested in what you have been doing lately, does not care (much) about written works, cares a lot about technical skills (specific software) and patents
- *Most data scientists and public health people move around into these three sectors throughout their careers*



What is a Curriculum Vitae (CV)?

- A long document that you add to throughout your career, but never subtract from
- Keep your current data updated (e.g., address, phone)
- Add as you do new things (jobs, presentations, courses, etc.)
- It gets very long, so there are certain sections everyone expects to have at the beginning
- Customized format depending on what you do





Should Everyone Keep a CV?

Academia

- **YES** – No matter what you do in academia, keep your CV updated like it's the most important thing
- Update it right away – make sure data are accurate
- Most current data (e.g. publications)
- Never remove anything

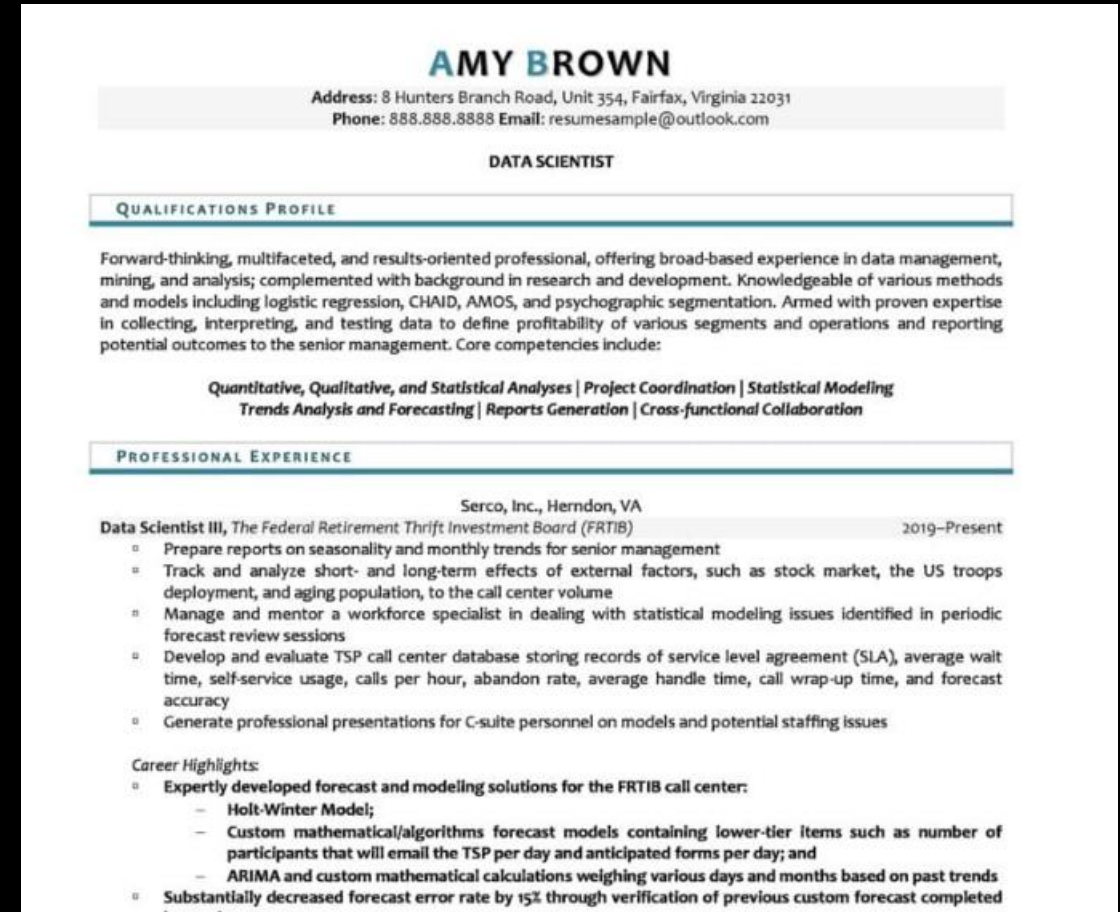
Industry

- Unlike others, I say **YES** to this one also
- Rationale:
 - You **DO** want to remember everything about yourself
 - You may get a job in academia in the future



What is a Resume?

- “Current extract” from a CV.
- Just the most recent or “on topic” information:
 - Most recent/on topic jobs/contract, and software/projects
 - Most recent/on topic publications
- 1-2 pages, should be easy to read quickly





How are Resumes Different in Academia vs. Industry?

Academia

- We often use a **biosketch** instead of a resume in academia
- Biosketch: Most recent **academic activity** (publications, teaching)
- If I am asked to make a resume, I usually follow the biosketch format

Industry

- Typically prepared when job searching/contract searching
- Updated with most recent technical activity: software usage, projects
- Interest in **patents**, but little to no interest in academic items like publications, courses taught, etc.



What is a Biosketch?

- Invented by the National Institutes of Health (NIH)
- Official format for an “academic resume”
- 1-2 pages
- 90% is “just the most recent activity”
- Updated/submitted with grant applications

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BIOGRAPHICAL SKETCH

Provide the following information for the Senior/key personnel and other significant contributors.
Follow this format for each person. DO NOT EXCEED FIVE PAGES.

NAME: Hunt, Morgan Casey

eRA COMMONS USER NAME (credential, e.g., agency login): huntmc1

POSITION TITLE: Associate Professor of Psychology

EDUCATION/TRAINING (Begin with baccalaureate or other initial professional education, such as nursing, include postdoctoral training and residency training if applicable. Add/delete rows as necessary.)

INSTITUTION AND LOCATION	DEGREE (if applicable)	Completion Date MM/YYYY	FIELD OF STUDY
University of California, Berkeley	BS	05/2003	Psychology
University of Vermont	PHD	05/2009	Experimental Psychology
University of California, Berkeley	Postdoctoral	08/2013	Public Health and Epidemiology

A. Personal Statement

I am an Associate Professor of Psychology, and my research is focused on neuropsychological changes associated with substance use disorders. I have a broad background in psychology, with specific training and expertise in ethnographic and survey research and secondary data analysis on psychological aspects of substance use disorders. As PI or co-Investigator on several university- and NIH-funded grants, I laid the groundwork for the proposed research by developing effective measures of disability, depression, and other psychosocial factors relevant to older people with substance use disorders, and by establishing strong ties with community providers that will make it possible to recruit and track participants over time as documented in the following publications. In addition, I successfully administered the projects (e.g. staffing, research protections, budget), collaborated with other researchers, and produced several peer-reviewed publications from each project. As a result of these previous experiences, I am aware of the importance of frequent communication among project members and of constructing a realistic research plan, timeline, and budget. The current application builds logically on my prior work. During 2015-2016, my career was disrupted due to family obligations. However, upon returning to the field, I immediately resumed my research projects and collaborations and successfully competed for NIH support. In summary, I have the expertise, leadership, training, expertise, and motivation necessary to successfully carry out the proposed research project.



More About Biosketches

- Biosketches are only asked for in academic projects, so if someone asks you for one, you are probably in a job where you should be maintaining a CV in the background
- I only make a biosketch when I'm asked to do it, and then I update the last one I made.
- Therefore, if people ask me – an academic – for a resume, I just update my most recent biosketch and give to them.
- Industry doesn't like this – they prefer a resume that looks more like the industry standard.



Monika's Recommendations

CVs

- Update immediately after something happens
- Hard code the updated date in the footer
- Move sections around and add them as your career grows
- Always keep it neat and ready-to-send

Resumes

- Don't do anything fancy with formatting
- Use Truetype font (Arial, Times New Roman)
- Make it “upload friendly” and “SEO friendly”
- Make it easy for someone looking for a particular set of skills to find them (e.g., SQL)



Special Offer!

Resume Update:

\$50

CV Update:

\$100

Process

1. **Send me (by e-mail or LinkedIn) your current Word version**, along with all the new information you want added
2. **Pay fee** – I will send a Paypal invoice to your e-mail address.
3. **I will reformat/improve document, add the new information**, and return to you a new Word document!



Examples Shown

- Academic CV example from Dr. Qiana Brown, available here: <https://socialwork.rutgers.edu/file/3781/download>
- Industry CV example from Mina Suh, MPH, available here: <https://toxstrategies.com/wp-content/uploads/2022/02/Suh-TS-mar2021-new-pub-feb2022.pdf>
- Web site for examples of data science resumes: <https://www.resumeprofessionalwriters.com/data-scientist-resume-example/>
- Biosketch examples from NIH page here: <https://grants.nih.gov/grants/forms/biosketch.htm>