

Basic Requirements for an Effective Resume

MARY BECK WHITE-SUTTON AND DAVE SOLLOWAY

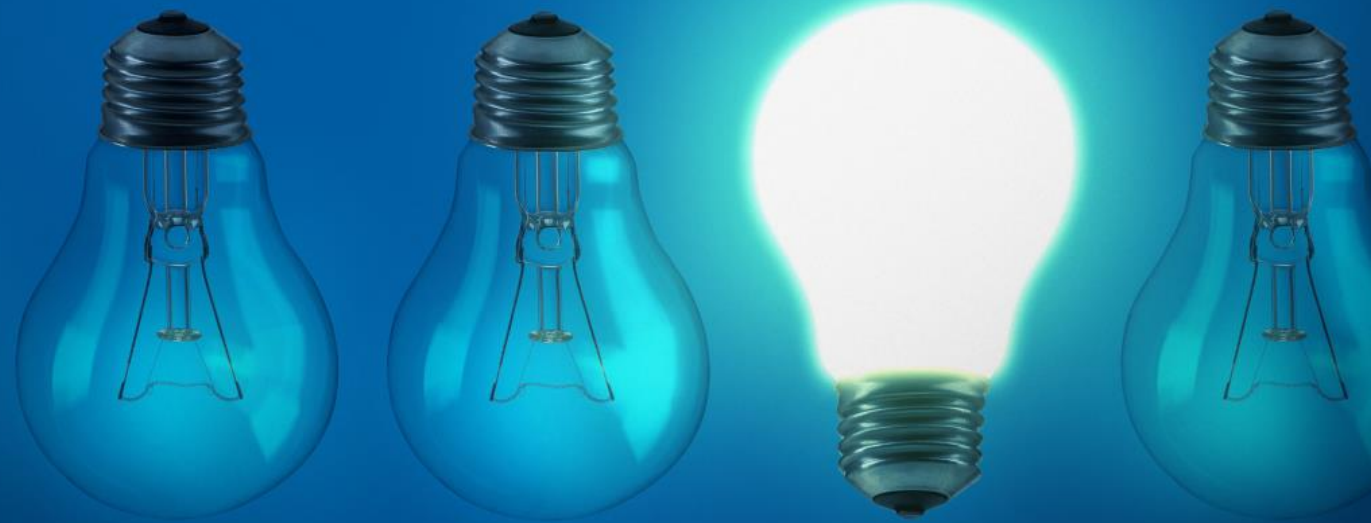
Job Search Process

- Self-discovery
- Research
- Networking
- Resume/application
- Interview
- Feedback
- Negotiation



Your Resume

The purpose of a resume is to present a **concise**, structured summary of your **qualifications, skills, experiences**, and **achievements** in a way that makes you **stand out** to potential employers



CV vs. Resume



Curricula Vitae

- Many pages, lots of detail, summary of entire professional life
- Can include research interests, publications, conferences, grants/fellowships
- Used in academia

Resume

- 1-2 pages
- Results-oriented, 3-5 bullets max for each position
- Used in industry, non-profit, start-ups, tech

Did You Know?

On average recruiters spend 7.4 seconds reviewing a resume!

Therefore resume must be:

- Readable
- Impactful
- Relevant



Resume Guidelines

- 2-page maximum
- 1" margins
- 10-12 point sans serif font
- Reverse chronological
- 3-5 bullets per role
- Error-free
- Consistent



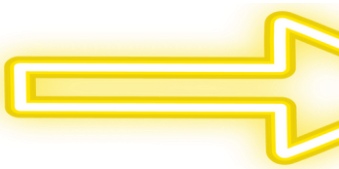
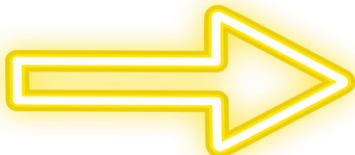
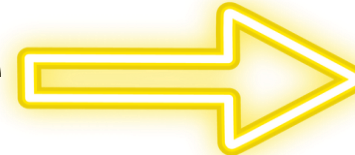
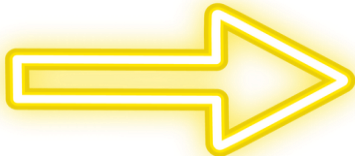
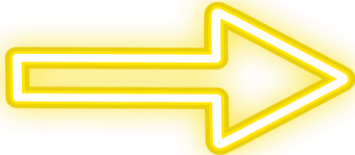
Header

Summary

Experience

Education

Additional Information



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RESEARCH SCIENTIST

Highly accomplished Research Scientist with a proven track record of designing and executing groundbreaking experiments that have significantly advanced knowledge in the field. Demonstrated expertise in identifying novel genetic markers and developing innovative diagnostic tools. Published in prestigious scientific journals and recognized for contributions to treatment outcomes and cancer screening methods.

EXPERIENCE

OMNITECH SOLUTIONS

Nashville, TN

Research Scientist

2016 –Present

- Led a cross-functional team to develop a novel AI-driven data analysis platform, increasing research efficiency by 40% and reducing project timelines by 25%.
- Secured \$2 million grant funding by presenting groundbreaking research on renewable energy solutions at international conferences, enhancing the organization’s reputation and research capabilities.
- Implemented a machine learning model that improved predictive accuracy of experimental outcomes by 30%, significantly advancing the field of computational biology.

EDUCATION

UNIVERSITY OF ROCHESTER

Rochester, NY

Bachelor of Science in Biology

05/2016

SKILLS & COMPETENCIES

- Experimental design and execution
- Data analysis and interpretation
- Scientific writing and publishing
- Mentoring and supervising junior researchers
- Knowledge of statistical analysis software
- Understanding of ethical research practices

COURSES/CERTIFICATIONS

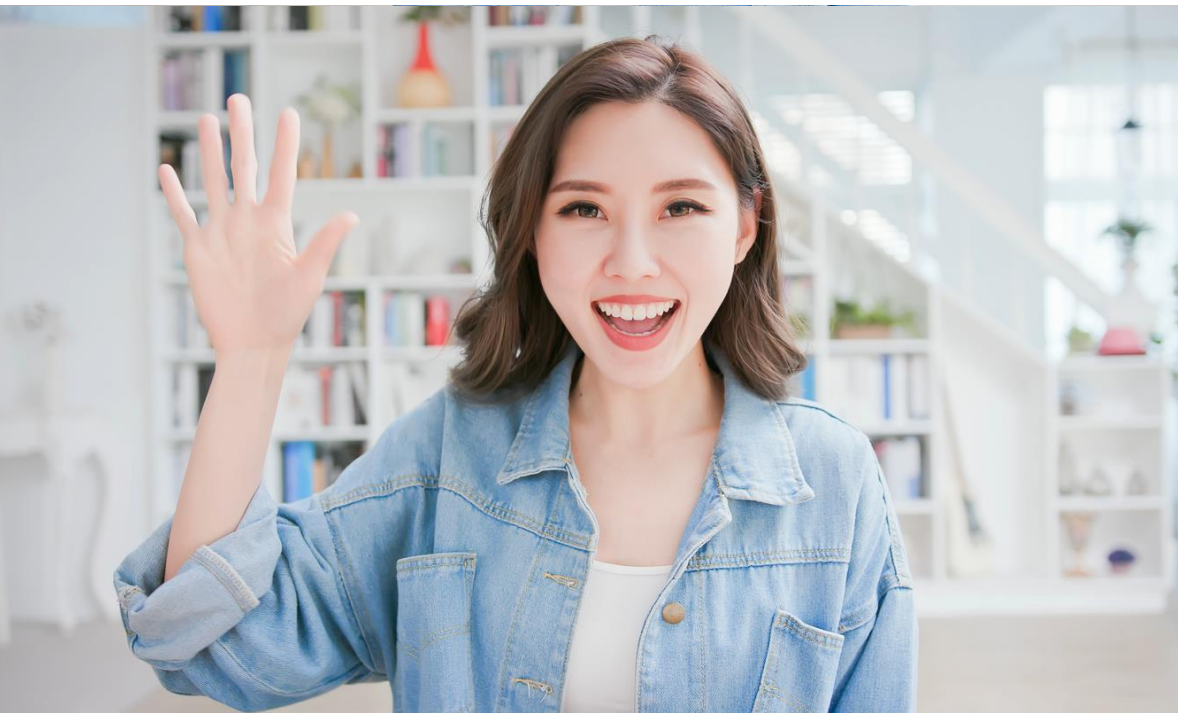
Certified Clinical Research Professional (CCRP)
Society of Clinical Research Associates (SoCRA)

10/2023

Project Management Professional (PMP)
Project Management Institute

10/2022

Summary



Highly accomplished Research Scientist with a proven track record of designing and executing groundbreaking experiments that have significantly advanced knowledge in the field. Demonstrated expertise in identifying novel genetic markers and developing innovative diagnostic tools. Published in prestigious scientific journals and recognized for contributions to treatment outcomes and cancer screening methods.

First Focus & Collect Key Info

- Before writing your resume
 - List your greatest accomplishments
 - Have your CV on hand
 - Dig up your old role descriptions
 - Find a resume template used by a business school

VIRGINIA "GINGER" WOLFPACK
NCSU Email • Enter Phone Number (xxx) xxx-xxxx • www.linkedin.com/in/yourname

Use this area for your summary – no more than 2 lines, highlight the common thread of your career relevant to the role you are targeting. Include strengths / key skills.

RELEVANT EXPERIENCE

COMPANY NAME Role Title • Past achievement featuring relevant skill and quantified impact. • Past achievement featuring relevant skill and quantified impact. • Past achievement featuring relevant skill and quantified impact.	City, ST Mon. Year – Mon. Year
COMPANY NAME Role Title • Past achievement featuring relevant skill and quantified impact. • Past achievement featuring relevant skill and quantified impact. • Past achievement featuring relevant skill and quantified impact.	City, ST Mon. Year – Mon. Year
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EDUCATION

NORTH CAROLINA STATE UNIVERSITY, JENKINS GRADUATE SCHOOL OF MANAGEMENT Master of Business Administration (MBA), Enter Concentration Here [if you have one] Awards, honors, and relevant activities.	Raleigh, NC Mon. Year
UNDERGRADUATE UNIVERSITY Bachelor of Arts or Science (BA or BS), Field of Study Awards, honors, and relevant activities.	City, ST Mon. Year

PROFESSIONAL DEVELOPMENT AND TRAINING
Relevant extracurricular professional development, corporate-based training, etc.

ADDITIONAL INFORMATION

Computer Skills: List skills relevant to your target industry, separated by commas
Certifications: List special certifications you might have or be in process of getting (CPA, Lean Six Sigma, PMP, etc.)
Languages: List languages other than English, and state proficiency level as Fluent, Proficient or Conversational
Interests: Specific is better than generic (i.e., ACC Basketball vs. Sports), but be sure you can speak about each if asked!

Accomplishment Bullets: Action and Results

Action

- **What** you did
- **How** you did it
- **One competency** per bullet
- Includes **numbers** for scope

Result

- **Outcome** or impact of your actions
- Use **numbers**, \$, %

Bullets: Responsibilities vs Accomplishments

Responsible for designing cost reduction initiatives, leading team meetings, providing weekly updates to senior leaders, and implementing approved solutions



VS.

Led 6-member team through design and implementation of 4 cost reduction initiatives, reducing labor costs by 12%, overtime expenses by 24%, and material waste by 43%



Quantification Ideas: Operations/Communications

- \$ value of budget tracked and/or planned
- \$ value of contracts managed
- # of personnel supported, information requests managed, transactions processed. Timeliness and quality metrics where applicable.
- Metrics for process improvement projects (e.g., % increase or decrease, # of process steps removed).
- # of social media posts, list serves, science matters articles, websites or webpages written, developed, or managed (and Google analytics for individual web pages if known).



Quantification Ideas: Researchers

- # of publications
- # of presentations (including posters) and invited presentations
- # of patents awarded
- Any metrics on the above deliverables (i.e., Altmetric)
- # of society leadership positions and other leadership roles (session leads, organizing committees)
- % improvement in experimental throughput



Quantification Ideas: Science Managers

- \$ value of budget managed or tracked. Number of personnel or projects supported. Reductions in anticipated project completion timeframes.
- Number of people supervised and/or led (for second line supervisors) and staff successfully promoted.
- Number of products overseen and/or number of publications reviewed (can be framed as responsible for).

Bullets: Examples



Research Bullet:

Managed a \$4.2M research budget by allocating funds across multi-state air and water quality studies, resulting in the adoption of 3 national policy recommendations by the agency

Operations Bullet:

Managed a \$3.8M operations budget by optimizing resource allocation across 10 regional offices, resulting in a 15% increase in operational efficiency and the successful implementation of 5 national environmental initiatives

Special Scenarios: Lots of Experience



- Focus on relevance: Prioritize the most recent and relevant experiences that align with the job for which you are applying
- Condense older roles
- Avoid listing too many details: For roles from 10+ years ago, you don't need to include as much information as for more recent positions
- Use a professional summary to help reader understand your experience and what you want now

Special Scenarios: Early Career



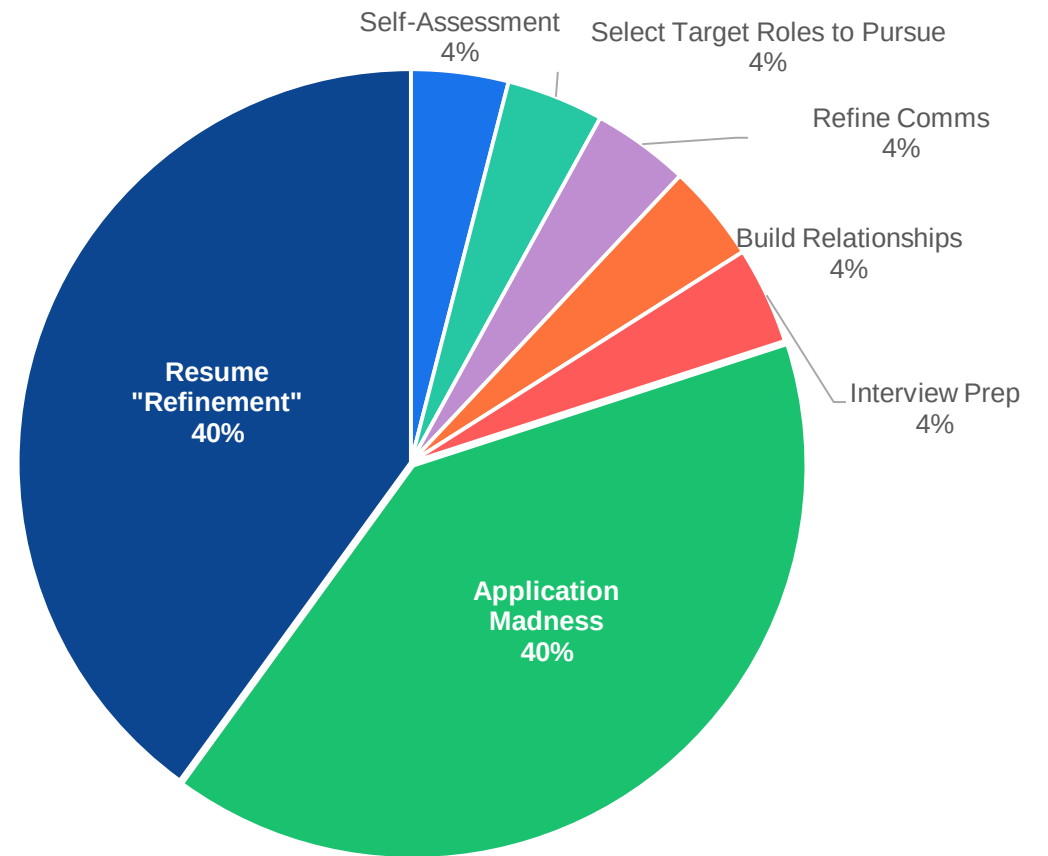
- Emphasize results
- Highlight transferable skills
- Leverage volunteer or internship experience
- Highlight your commitment to professional development through certifications or online courses

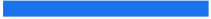
Use AI Tools to Quickly Build Exceptional Resumes

Reduce your cognitive load & spend time on greater returns for your effort

A Connected & Common Strategic Error

- Spending too much time revising resumes
- Neglecting networking, interview prep, mental health support



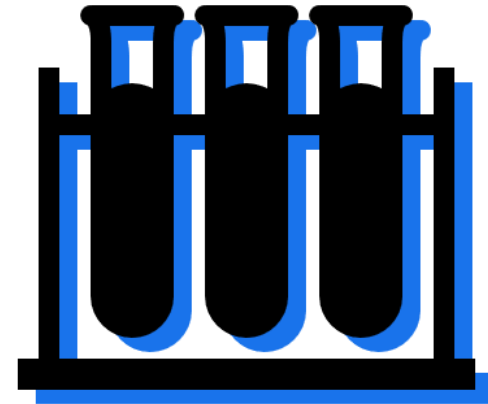


Resumes Are a Piece of The Puzzle

- Resumes should list your qualifications for the role
- Writing a resume can help boost your skill awareness & confidence
- Resumes alone rarely secure interview opportunities for competitive roles if you are making a career pivot
- Use AI to accelerate your resume development and future edits so you can spend time on activities with greater ROI

Begin with Target Roles in Mind

- Develop 2-3 career hypotheses
 - “Product manager in bioinformatics”
 - “Risk analyst in insurance”
 - “Supply chain manager in pharma start-up”
- Saves you time by reducing scope
- Increases keywords needed in application process (ATS)
- Use the following prompts in ChatGPT (free version)



Train Your GPT for Quality Responses

Starting Prompts:

- You are a mix of professional resume writers, hiring managers, recruiters, and career coaches.
- Provide guidance for an audience that has graduate degrees in _____ and ____ years of experience working in _____ roles at the United States Environmental Protection Agency and _____.
- The audience is pursuing _____ roles in _____.
- You are basing your insights on resources from the most common _____ associations as well as SHRM and the GMAC Recruiters Survey.
- If you don't know the answer, say you don't know.



Discover Desired Broad Skills

Some desired skills are not listed in job descriptions

Prompts:

- What are 10 common skills desired in business leaders in ____?
- Provide example bullet points that show those skills using an action and result framework.

Certainly. Based on data from SHRM, the GMAC Recruiters Survey, and QA leadership competency frameworks from ASQ and ISPE, here are **10 common business leadership skills** desired in **Quality Assurance (QA) Managers**—especially in health sciences manufacturing—along with bullet-point examples using an **action + result** structure:

1. Regulatory Compliance Expertise

Understanding and applying FDA, ISO, and other regulatory standards to QA programs.

Example:

- Led site-wide implementation of ISO 13485-compliant quality system, resulting in successful FDA inspection with zero 483 observations.

2. Cross-Functional Leadership

Leading teams across departments (e.g., R&D, manufacturing, QC) to drive quality initiatives.

Example:

- Directed cross-functional team of 8 in revising batch record review process, reducing product release cycle time by 22%.

3. Risk Management / Quality Risk Assessment (QRA)

Identifying and mitigating quality risks using tools like FMEA or HACCP.

Example:

- Conducted FMEA across 3 manufacturing lines, identifying 5 high-risk failure modes and initiating process controls that lowered deviation rates by 30%.

4. Corrective and Preventive Action (CAPA)

Driving root cause investigations and sustaining improvements.

Know Specific, Transferable Skills

Find the keywords to show you are qualified & identify gaps.

Prompts:

- Here (link) is a job description that matches my previous role.
- Here (link) is a job description that matches my target role.
- List 20 transferable skills.

◆ 20 Transferable Skills

1. **Regulatory Compliance Management**
 - Ensuring adherence to environmental and quality standards.
2. **Cross-Functional Collaboration**
 - Coordinating with various departments and agencies.
3. **Strategic Communication**
 - Developing and executing communication strategies.
4. **Crisis Management**
 - Addressing urgent and sensitive issues effectively.
5. **Policy Development**
 - Creating and implementing organizational policies.
6. **Stakeholder Engagement**
 - Managing relationships with internal and external parties.
7. **Budget Oversight**
 - Monitoring and controlling financial resources.
8. **Project Management**
 - Leading and overseeing projects from inception to completion.
9. **Team Leadership**
 - Guiding and mentoring team members.
10. **Data Analysis and Reporting**
 - Interpreting data to inform decisions and reports.
11. **Quality Assurance Protocols**
 - Establishing and maintaining quality standards.

Receive Examples to Replicate & Refine

Show the skills in action and quantify the impact they made

Prompts:

- Provide 20 examples of accomplishment statements.

◆ 20 Accomplishment Statements

1. **Led a cross-agency initiative** to align environmental research communication strategies, enhancing public understanding and support.
2. **Developed and implemented a national communication policy**, streamlining messaging across 11 divisions and improving consistency.
3. **Managed a \$5M annual budget**, ensuring optimal allocation of resources and achieving all financial targets.
4. **Coordinated a rapid response team** during a national environmental crisis, providing timely and accurate information to stakeholders.
5. **Spearheaded a public outreach campaign**, increasing public engagement by 40% through targeted messaging and media partnerships.
6. **Established a comprehensive training program** for staff on new communication protocols, resulting in a 30% improvement in compliance.
7. **Conducted quarterly audits** of communication practices, identifying areas for improvement and implementing corrective actions.
8. **Negotiated partnerships with external organizations**, expanding the reach of environmental initiatives by 25%.

Generate & Edit a Professional Summary

Connect your past to desired future in a relevant & authentic way

Prompts:

- Provide a 2-sentence compelling professional summary that includes the transferable skills in a third person voice. Make sure it includes my professional values of ____.

A seasoned public affairs and scientific program leader with 15 years of experience driving cross-functional collaboration, regulatory communication, and policy implementation in high-stakes federal environments. Recognized for empowering teams, aligning complex stakeholder networks, and advancing initiatives that create meaningful community impact through transparent, quality-driven practices.

make it more concise and compelling

Experienced public affairs and scientific program leader with a track record of driving collaboration, regulatory alignment, and strategic communication across complex organizations. Known for empowering teams and advancing high-impact initiatives that deliver lasting community benefit.



Extract Impact through Story Telling

Sometimes we are proud of something, but struggle to translate the impact

Prompts:

- Translate the following experience into accomplishment statements that highlight skills for the quality assurance role:
- “I found high levels of a dangerous chemical in a local river that fed into several communities, including vacation destinations where people would swim in the water. Given the level of dangerous chemicals, I alerted the communications and legal teams while working with fellow scientists to determine a solution and how long it would take. I think it saved a lot of lives.”

Here are **refined accomplishment statements** that translate your experience into **quality assurance (QA)–aligned language**, highlighting **risk management, cross-functional collaboration, regulatory awareness, and public safety impact**:

✓ **Accomplishment Statements for QA Resume:**

1. **Identified critical contamination in a regional waterway**, initiating an emergency cross-functional response to assess and mitigate public health risk across multiple communities.
2. **Led coordination between scientific, legal, and communications teams** to manage a high-risk chemical exposure event, ensuring timely public notification and regulatory compliance.
3. **Conducted root cause analysis of hazardous chemical levels**, contributing to corrective measures that likely prevented widespread health consequences in residential and tourist populations.
4. **Developed and implemented a rapid response protocol** for environmental contamination, reducing time-to-communication by 60% and establishing a model for future risk events.
5. **Collaborated with multi-disciplinary experts to determine exposure timelines and remediation strategies**, ensuring data-driven decisions under urgent and politically sensitive conditions.
6. **Strengthened public trust by driving transparent risk communication**, aligning with legal and scientific standards to avoid misinformation and ensure informed public action.
7. **Supported the development of environmental safeguards following incident review**, contributing to long-term preventive policies for water quality monitoring.

These statements reflect the **decision-making rigor, systems thinking, and people coordination** that are crucial in a **Quality Assurance Manager** role, particularly in **health sciences and regulated manufacturing** where contamination risks can have serious consequences.

Previous Prompts Extract Relevant Accomplishments

Ask Follow-Up Questions for Deeper Insights

What information could improve the accomplishment statement

Great question. To make your accomplishment statement even stronger and more aligned with **Quality Assurance (QA)** roles, you can enhance it by adding the following:

🔧 1. Quantifiable Impact

Hiring managers and recruiters prefer measurable outcomes. Consider adding:

- Approximate **population protected** (e.g., number of affected communities or people)
- **Timeframe** (how fast was the risk identified and mitigated?)
- **Extent of contamination** (concentration vs. regulatory threshold)
- Any **reduction in risk**, injuries, or exposure due to your actions

🔧 2. Tools and Methodologies Used

QA roles often rely on specific tools and processes. Highlight:

- Analytical methods or lab techniques used to detect the chemical
- Risk assessment tools or frameworks (e.g., root cause analysis, FMEA)
- Any standard operating procedures (SOPs) or protocols followed or developed

🔧 3. Leadership and Ownership

If you led any part of the initiative:

- Did you **initiate** the response or lead the investigation?
- Did you serve as a **liaison** between scientific, legal, and public affairs teams?
- Did you create or revise **communication protocols** or **preventive policies**?

Get Feedback on Your Draft

ATS Prompt:

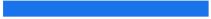
- Pretend you are a combination of commonly used ATS systems (iCIMS, Workday, BambooHR, etc.).
- I will provide you a job description and then a resume and I want to know how the system would score my resume.
- Provide suggestions to be a better candidate for the position.

Hiring Manager Prompt:

- You are a hiring manager for ____ role at ____.
- Conduct a SWOT analysis of the following resume.
- What questions would you ask in an interview?

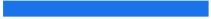
Key Considerations

- Do not share confidential information.
- Ensure all info on your resume is accurate.
- Play with the coach-developed prompts to generate insights for your situation.



Next Steps in Job Search Process

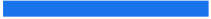
- Determine your 2-3 career hypotheses (target roles)
- Revise your resume using the prompts
- Articulate your common thread & “why” for others



Next Steps in Job Search Process

- Build and rekindle relationships w/those in target roles
- Activate advocates to secure advantageous insights, leads, contacts, and job referrals*
- Help others (now & later)

*If everyone is optimizing resumes, earning referrals is more important to stand out.



Select Questions You Want to Discuss

- How do I identify 2-3 career hypotheses to pursue?
- How do I prioritize people I should meet...with little time?
- Where can I find them? What should I ask...or avoid?
- What is a coffee chat? What is the goal? What do I say?
- What should I research about a company before meeting someone or interviewing?
- How do I get those job leads, contacts, or referrals from others?
- What should I do with LinkedIn?
- How can I become an interview monster? How do I do that quickly?
- What are some of your favorite strategies or tactics in very competitive job markets?
- How can I build desired skills if I don't have them already?
- What are common pitfalls in the job search?
- What networking tips do you have for introverts or socially anxious professionals?