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# CVs / Resumes / Interviews

— CURE —  
Fall 2016 ~ Week 6

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# CV VS RESUME

# CV's & RESUMES

- A professional way to express yourself and past accomplishments
- Builds on the email that you send to the PI
- Should be tailored to research

# RESUMES

# VS

# CVs

- One page
- Clear, concise, to the point
  - Include most relevant and essential info
- Expect employers/recruiters to only glance at it
  - Put most important details first
  - Bold/underline/enlarge important words
- Everything is FAIR GAME
  - Important during interviews

- C.V. = Curriculum Vitae
- More than 1 page
- More specific/dense
- Much more detailed:
  - Detailed descriptions of research projects
  - What your research role was
  - Specific classes you've taken
  - See next slide

# RESUMES

# VS

# CVs

## Includes:

- Name + Contact Info
- Any important links (LinkedIn, GitHub, etc.)
- Education + GPA
  - Both high school and college
- Can only put high school achievements up until your junior year
- Work experience
- Leadership experience
- Any other useful skills (computer languages, software, Photoshop, etc.)
- GPA optional

## Includes everything in a resume plus:

- Areas of Interest/specializations
- Grants, honors, and awards
- Research
  - Details on specific projects
  - Poster or conference presentations
  - Publications
  - Research techniques and skill
  - Summer programs
  - Fellowships/organizations
- Classes you've taken, Major
- References (2-3)
- Put high school GPA if you don't have a college GPA yet

# INTERVIEWS

# BEFORE THE INTERVIEW

**1 BE PREPARED**



**2 BE EARLY**

**3 BE PROFESSIONAL**



## Common nonverbal mistakes made at a job interview

From a survey of 2000 bosses

21%

Playing with **hair** or touching face

47%

Having little or **no knowledge** of the company is the most **common mistake** job seekers make during interviews

Failure to make **eye contact** 67%

Lack of smile 38%

Bad posture 33%

Crossing arms over their chest 21%

Using too many **hand gestures** 9%

Handshake that is too weak 26%

Fidgeting too much 33%

In a survey of 2000 bosses **33%** claimed that they know within the first **90 seconds** of an interview whether they will hire someone



The average length of an interview is approximately **40 minutes**

## Statistics show that when meeting new people the impact is:

7% From what we **actually say**

38% The quality of our **voice grammar** and overall **confidence**

55% The **way we dress, act** and **walk** through the door

## Clothes

**Bright colors** are a turnoff

70% Employers claiming they don't want applicants to be **fashionable or trendy**.

65% Of bosses said **clothes could** be the **deciding factor** between two similar candidates.





# DURING THE INTERVIEW

- **DELIVERY VS CONTENT**
  - Even the greatest answer can be ruined by a strained delivery.
- **AVOID FALSE STARTS**
  - Take a moment to think about your answer before speaking. DO NOT FEAR SILENCE!
- **KICK BAD HABITS**
  - Be aware of your nervous tendencies (rushed speech, filler words).
- **WRAP IT UP**
  - The most crucial requirement for any answer is that you end it. Avoid drifting off.



- Tell me about yourself.
- How much time are you willing to commit (hours per week)?
- How long do you intend to stay in this lab?
- What makes you unique? / What can you contribute?
- Why are you interested in this lab?
- Do you have previous [research] experience?
- Tell me how [past position] will help you succeed in researching [topic].
- What are your career goals?

## EVERY QUESTION COUNTS

- What areas of research you interested in?
- Why do you want to become a volunteer researcher?
- Have you heard about [topic]?
- What are your expectations for this lab?
  - What aspect of research do you find most appealing?
- What are you hoping to learn from this experience?
- Tell me about a time where you [challenge].

**BE PREPARED TO ANSWER QUESTIONS ABOUT YOUR CV!!!**

# AFTER THE INTERVIEW

**1** ASK QUESTIONS



**2** GIVE THANKS

**3** SHAKE HANDS



- How many people will I be working with?  
Who will I be working under?
- Can you tell me more about the project I will be working on?
- Do you offer research credit (SRP)?
- Will I be expected to complete a report or poster?
- Are there opportunities to work on independent research projects?
- What are my responsibilities as a research volunteer?
- Do you hold weekly lab meetings? If so, what do they usually entail?
- Is there anything I can do to better prepare for this position?

## NOW IT IS YOUR TURN...

- Is there any special training I would need to go through if I am accepted?
- What are your expectations for me as a potential volunteer?
- What do you think is the most exciting part of your research?
  - What are your priorities for the work being done in this lab?
- What are some challenges to this position?
- What is your timeline for making a decision, and when can I expect to hear back from you?
- Is there anything we haven't covered that you think is important to know?

DON'T



STRESS

Interviews are an opportunity for you learn more about the lab.

# QUESTIONS?

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