



# Put Yourself Out There!

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# Resume Writing

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# Disclosure

The presenter(s) for today's session:

☒ I/We have no relevant financial relationship in relation to this educational activity.

☐ I/We have relevant financial relationship(s) with respect to this educational activity with the following organizations (list here):

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# Learning Objectives

Upon completion of this presentation, participants should be able to:

- Better position themselves for professional advancement
- Present themselves professionally in a resume
- Explain their professional accomplishments to a wider audience

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## Agenda

1. What does a “good” resume look like?
2. Tips for keeping it simple and not getting overwhelmed.
3. How do you catch their attention on paper?

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# Presentation

- Tell your story – but keep it brief, clean, and simple.
- Highlight your accomplishments.
- Describe your organization/institutions – it will make the accomplishments pop!
- Use profession-appropriate lingo and acronyms carefully.
- Pay attention to your chronology.
- Keep it updated

# Presentation

- Notes:
  - Not necessary to list years of school
  - Personal or professional reasons for job hopping can be explained in a conversation with a recruiter. You can say why you left a place on your resume.
  - If you are at a place at less than 2 years you have not been able to learn enough to move. Show what you do to try to make it work
  - Ok to make lateral changes/moves but you may get asked about it.
  - Ok to have more than 1 resume: upward mobility resume (punches up accomplishments and leadership) vs lateral move resume
  - Pop out features in your resume and Cover Letter that match the position description
  - Competencies: tasks first, competencies later
  - Good resume templates online. Always run your resume by other people
  - Recruiting firms:
    - A) Retained search firms (will treat you better) vs contingency recruiters (amass piles of names)
    - B) How they work? What their process is like?
    - C) Do some background investigation on the recruiter/recruitment firm
  - Update resume after every presentation, article, training, big responsibility
  - Cover letter 1.5 pages: Why you are interested in the role, and the experience you would bring
  - Other attributes: other languages, volunteer work ok, but no family details
  - Do not later your title, but you can add a descriptor
  - Don't forget about Linked In!
  - Bigger positions opening up in Academia

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## Summary/Close

- Keep it crisp.
- Tell your story.
- Make your background compelling.
- The rest will follow.



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# Questions

Thank you!  
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