

# Kenyon College

## Resume vs CV Guide

### What is a Resume?

The purpose of a resume is to present a summary of your education and employment experience in a way that appeals to prospective employers. A good resume should make you stand out from other applicants by highlighting your most significant and relevant experiences and accomplishments, and should be tailored for each application. Descriptions of each of your experiences should be concise and demonstrate specific skills.

- Goal is to stand out from other applicants
- Should be concise, summarizes experience
- **Competency-based:** focuses on marketing one's skills, achievements, experience

### What is a CV?

A CV, or curriculum vitae, is a document that lists your entire career in depth. CVs are typically used to apply for Ph.D programs as well as jobs in academia or research, and grants and fellowships. A CV should include all your relevant professional experience, education, publications, certifications, research experience, and professional affiliations and memberships. A CV may be much longer than a resume, and does not need to be adapted as much for individual applications.

- Goal is to describe entire career
- More in-depth, longer than a resume
- **Credential-based:** lists all education, publications, and other achievements

### When to use a CV instead of a Resume

- When applying for academic, education, scientific, medical, or research positions
- When applying for grants and fellowships
- For any other application that asks for one! (see below)

### Note on International Applications

- In Europe (including the UK and Ireland) and New Zealand, the term "CV" is equivalent to a resume in the US and Canada
- In Australia and South Africa, "CV" and "resume" are used interchangeably
- If applying to positions in other countries, always do research on what is normally included

*Example CVs Attached*

## IMA SCIENTIST

123 Main St, City, ST 45222

[scientist1@kenyon.edu](mailto:scientist1@kenyon.edu), cell - 555-333-4444

[linkedin.com/imascientist](https://www.linkedin.com/in/imascientist)

### EDUCATION

**Kenyon College**, Gambier, OH

Bachelor of Arts, May 2019

Major: Molecular Biology Minors: Chemistry, Anthropology

GPA: 3.64/4.0 Merit List: last 5 semesters

**Senior Exercise:** Assessing the Functional Conservation of COP2-like and ELF3-genes in *Physcomitrella patens*.

### RESEARCH EXPERIENCE

**Biology Department**, Kenyon College (Fall 2016 – Spring 2019)

*Research Assistant– Seasonal Regulation of Reproduction in Physcomitrella patens*

- Designed experiments to measure gene expression in multiple accessions of *P. patens* and communicated progress and challenges to PI
- Identified connections between published articles and personal work and wrote summary of findings
- Plated spores and maintained cultures
- Presented frequently at lab meetings and contributed to group data collection for *P. Patens* reproductive phenotyping experiments
- Managed hundreds of *Arabidopsis thaliana* plants from sowing to seed collection
- Developed future goals articulated in an NSF GRFP proposal

**Molecular Biology and Genetics REU**, Cornell University (June - August 2018)

*Research Assistant – Evaluating the function of Carbonic Anhydrase in the Chloroplasts of Nicotina*

- Designed constructs to be used in a series of transformations by complementation experiments
- Worked closely with tobacco plants, *E.coli*, and *Agrobacterium tumefaciens*
- Gained experience with scientific presentations and poster design
- Frequently read and summarized relevant complex primary literature

**Cascade Scholar Summer Research**, Kenyon College (June 2017- August 2017)

*Undergraduate Researcher – Measuring Transcription Level Changes in  $\beta$ -hydroxyisobutyrate dehydrogenase*

- Prepared and maintained laboratory notes and data, presented findings to peers and professors
- Developed the ability to think critically
- Gained familiarity with lab equipment and the processes for growing plants on sterile plates, isolating RNA, creating cDNA and designing primers for qPCR
- Wrote proposal and awarded grant to conduct this year-long research project

## **TEACHING/MENTORING EXPERIENCE**

**Biology Department**, Kenyon College (August 2017- May 2019)

*Lab Teaching Assistant*

- Assisted students during experiments (taught basic lab skills such as field sampling, microscopy, PCR, gel electrophoresis, etc)
- Set up labs and collected/recorded data

**Natural Sciences Division**, Kenyon College (2017-2019)

*STEM Mentor*

- Assisted first-year STEM students with course selection and their assimilation to college
- Encouraged first-year students' participation in science-related organizations (journal clubs, etc)

## **PUBLICATIONS**

Hines, K., Scientist, I., and Smith, M. "Carbonic anhydrase activity in the chloroplast stroma is essential for normal development of *Nicotiana Tabacum* in ambient CO<sub>2</sub> concentrations," *Env. Sci. Technol.* 65(13):6993-7001. PMID:1012234.

## **PRESENTATIONS**

"Phages: The Next Potential Agricultural 'Moneymaker'" - Spring 2019

- Presented at EuroScholars Mid-Stay Symposium, Leiden, Netherlands

"Measuring Transcription Level Changes of HIBDH in *Arabidopsis thaliana*" - Spring 2018

- Presented to faculty and fellow students at Kenyon College's Celebration of High Impact Practices

"Evaluating the Necessity of Carbonic Anhydrase in Chloroplasts of *Nicotiana tabacum*" - Fall 2017

- Presented to faculty and parents at Kenyon College Family Weekend Poster Presentations

# Chase Philander

PO Box 1000 ▪ Gambier, OH 43022 ▪ 555-555-5555 ▪ [linkedin.com/in/chase-philander](https://www.linkedin.com/in/chase-philander)

## EDUCATION

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- 2016 - 2020      **Kenyon College**      Gambier, Ohio  
Bachelor of Arts, expected May 2020  
Major: International Studies (sub-Saharan Africa and East Asia Development),  
GPA: 3.77/4.0    Honors Candidate
- Peking University, School of International Studies**      Beijing, China  
International Studies Program: Advanced Chinese Studies, GPA: 3.8
- Fall 2018      **University of Ghana**      Accra, Ghana  
International Studies Program: Africa in the 21<sup>st</sup> Century, GPA: 4.0
- Completed a research-based study abroad program on Africa development in the 21<sup>st</sup> century
  - Submitted research to School of International Training research depository
- Summer 2017      **Tuck Business School at Dartmouth College**      Hanover, New Hampshire  
Tuck Business Bridge Program
- Participated in a 4-week program taught by MBA faculty that included an in-depth introduction to accounting, strategy, marketing, and finance
  - Performed team-based valuation analyses of Vail, which included financial and strategic assessments and final presentation to industry executives

## WORK EXPERIENCE

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- Summer 2019-      **The China-Africa Project**      Remote  
Present      Editor of Student xChange, a section of The China-Africa Project multimedia platform
- Manage a forum that fosters discussions between young international scholars interested in China-Africa relations globally
  - Contribute to discourses on China-Africa relations through interviewing professionals and providing written analysis
- Summer 2018      **US-China Energy Cooperation Program**      Beijing, China  
Intern
- Conducted research and 30+ government reports on energy trade and policies
  - Assisted the US-China Gas industry Cooperation Forum in project management, communications with US Embassy, and reports drafting in English and Chinese

## **RESEARCH EXPERIENCE**

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- Fall 2019-Present    **Kenyon College**    Gambier, Ohio  
“Perception and Prejudice: Disparities Between Official Rhetoric and Popular Perceptions on Sino-Ghanaian Engagement”
- Examining the differences between official rhetoric and popular perceptions on Sino-Ghanaian relations through narratively analyzing interview data from research abroad
  - Investigating factors contributing to the disparities of perceptions, including history, foreign policy, cross-cultural migration, and racial attitudes through textual analysis
- Summer 2019    **Kenyon College Summer Scholars Program**    Ohio & China  
Faculty mentor: Thay Knowalot, Professor of International Studies
- Awarded \$4500 to conduct field work and original research to support a faculty’s scholarship into China’s recent diplomatic strategy with Ghana
  - Collected primary data, interviewed diplomats, conducted textual analysis on secondary data and reviewed literature to understand China’s foreign policy changes in the past five years specific to its economic investment in Ghana
  - Wrote a twenty-page paper analyzing findings
- Spring 2019    **Peking University**    Beijing, China  
“Forming the ‘People-to-People’ Bond: The Role of Cultural Engagement in Cementing Sino-African Relations Under the Belt and Road Initiative”
- Examined Sino-African migration and the role of cultural diplomacy in facilitating cross-cultural understanding through case analyses of cultural engagement initiatives
- Fall 2018    **University of Ghana**    Accra, Ghana  
“Perception and Prejudice: Sino-Ghanaian Relations Within the Service Sector and the Wavering Perception of China on the Global Stage”
- Studied the interdependent relationship and culturally-grounded conflicts between Chinese migrant restaurant owners in Ghana and their Ghanaian employees through interviews and participant observation

## **LEADERSHIP**

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- 2019-Present    **Senior Class President, Kenyon College**    Gambier, Ohio
- Oversee senior class committee, facilitate senior class events such as graduation week, facilitate alumni networking, and allocate event funds \$75,000
  - Scheduled to be class speaker at Commencement 2020
- Fall 2017-Present    **Co-Founder and President, Kenyon Asian Identities**    Gambier, Ohio
- Instituted the first student affinity organization that serves an intersectional alliance bridging Asian students and other minoritized student groups
  - Organized campus-wide dialogue, Kenyon Spectrum, co-sponsored by 15 student groups
  - Influenced Kenyon’s leadership to launch a formal reconsideration of the College’s mission statement and inclusion priorities

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|-----------|---|---------------|
| Fall 2019 | <b>Member, Diversity Advisory Council</b>   | Gambier, Ohio |
|           | <ul style="list-style-type: none"> <li>▪ Selected as one of three student representatives to the sounding board for the College's proposed initiatives and programs on diversity, equity, and inclusion</li> </ul>    |               |
| Fall 2019 | <b>Panelist, 50<sup>th</sup> Anniversary Celebration of Women at Kenyon</b>   | Gambier, Ohio |
|           | <ul style="list-style-type: none"> <li>▪ Participated in a panel discussing gender and race in American higher education alongside faculty members, staff, and alumnae as a student leader</li> </ul>                 |               |
| 2017-2018 | <b>Peer Advisor, International Students Association of Kenyon</b>   | Gambier, Ohio |
|           | <ul style="list-style-type: none"> <li>▪ Organized a week-long orientation for more than 50 incoming international students</li> <li>▪ Managed international student activities throughout the school year</li> </ul> |               |

### **AWARDS AND HONORS**

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| 2016-2020 | <b>Dean's List, Kenyon College</b>   | Gambier, Ohio |
|           | Awarded all semesters  |               |
| 2016-2020 | <b>Kenyon Music Scholar</b>  | Gambier, Ohio |
|           | Selected for a four-year \$15,000 annual merit award based on exemplary music ability in jazz trombone |               |