

Writing a Better CV & Cover Letter

Falko Judt and Valerie Sloan, NCAR

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- CVs
- Cover letters
- Web page, LinkedIn, social media
- Beyond academia

What's the difference between a resume and CV?

• Resume

- Emphasize skills
- Used when applying for a position in industry, non-profit, and public sector
- Is no longer than 2 pages, with an additional page for publications and/or poster presentations if highly relevant to the job
- After 1 year of industry experience, lead with work experience and place education section at the or near the end, depending upon qualifications

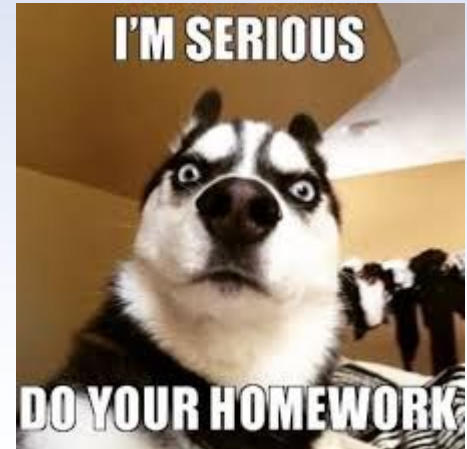
• CV

- Emphasizes academic accomplishments
- used when applying for positions in academia, fellowships and grants
- Length depends upon experience and includes a complete list of publications, posters, and presentations
- Always begins with education and can include name of advisor and dissertation title or summary (see examples). Also used for merit/tenure review and sabbatical leave

source: <https://icc.ucdavis.edu/materials/resume/resumecv>

General advice on applying for jobs:

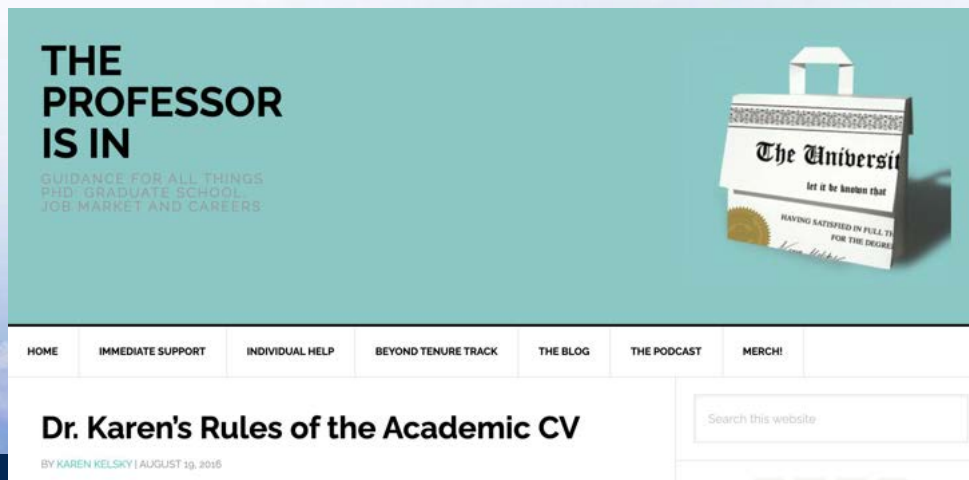
1. First: Is it a job you want? That you're qualified for?
2. Tailor your materials letter to the job described in the ad
3. Describe your accomplishments; don't just list skills
4. Research that organization
5. Reach out to references for *every job*.
6. Follow the directions, e.g. "Provide only what is asked for, show evidence of your claims, and stick to page limits."



Bottom line: Apply to that specific job, not any job.

CVs: Basic Tips

- Formatting: 1 inch margins, 12 pt font, do not right-justify
 - Can be as long as needed; use page numbers
 - No weird fonts, colors, boxes, hobbies, personal info.
 - Keep the order of content consistent (see examples)
- ❖ See the documents that we shared with you for examples.
- ❖ See the detailed summary is Dr. Karen's "Rules of the Academic CV" in **The Professor is In.**



<https://theprofessorisin.com/>

Falko Judt's CV



Meteorology Professor

Institution:	St. Cloud State University
Location:	St. Cloud, MN
Category:	<ul style="list-style-type: none"> • Faculty - Science - Geology, Earth Sciences, and Oceanography • Faculty - Science - Other Science
Posted:	01/12/2021
Type:	Full-Time



ST. CLOUD STATE
UNIVERSITY

The Department of Atmospheric and Hydrologic Sciences within the College of Science and Engineering at St. Cloud State University has an opening for a full-time, tenure-track, probationary faculty position at the rank of Assistant or Associate Professor. The responsibilities of the successful candidate will include:

- Teaching across the spectrum of courses in an undergraduate meteorology program particularly focused on weather analysis and forecasting
- Pursuing research and scholarly activity that includes undergraduate student participation
- Participating in interdisciplinary projects that may include, but are not limited to, scientific computing, hydrology, engineering, or environmental science
- Contributions to the Department's Liberal Education course offerings

Required Qualifications:

- Ph.D. completed by date of appointment in meteorology, atmospheric science, or related area
- Active interest in the current weather and interest in teaching courses related to weather analysis and forecasting education
- Demonstrated commitment to undergraduate education
- Evidence of demonstrated ability to teach and work with persons from culturally diverse backgrounds

Preferred Qualifications:

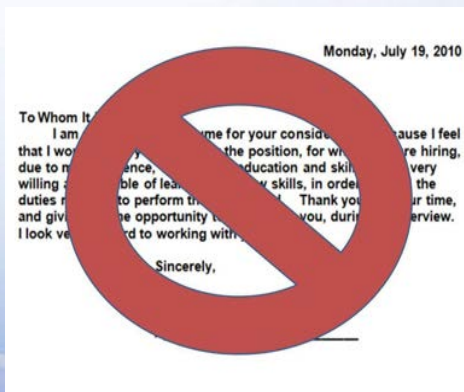
- University-level teaching experience, particularly in course work related to weather analysis and forecasting
- Interest in engaging and informing the campus community on current weather conditions and forecasts
- Experience with Python programming, data visualization, numerical modeling, or applied statistics
- Research interests related to operational weather forecasting
- Experience engaging undergraduates in research projects

In a good cover letter,

- The 1st paragraph IDs the job and institution
- Order the paragraphs according to the type of institution (research/ teaching/CC)
- Address points (and use terms) in job ad
- Provide examples of experience and skills sought in the job
- Connect with theme/focus of that group or department
- Show how you will help them!

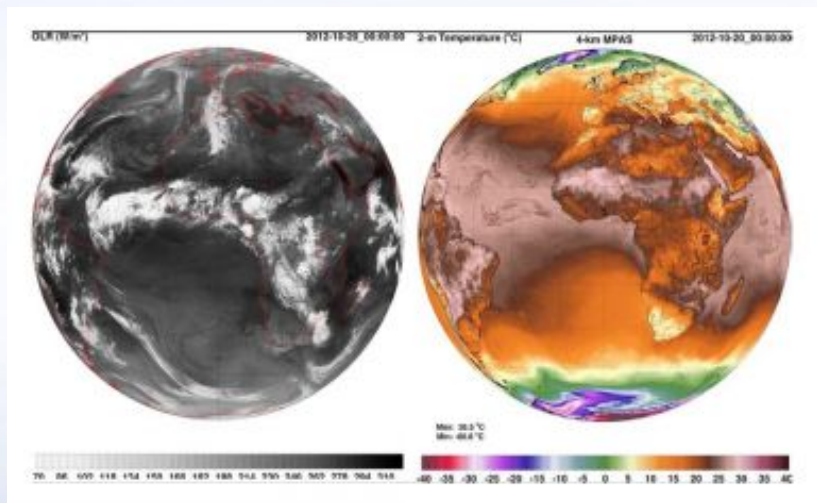
Bad cover letters:

- List same content as the CV
- Focus on how great this job will be for YOU
- Brags without giving examples/evidence
- Has typos, wrong names
- Are too pushy or too meek
- Too short or too long (1.5-2 p. is good)



54% of recruiters will reject a generic cover letter if it is not customized for the hiring position.

Falko Judt will present a cover letter for two very different jobs he applied for.



JOSHUA J. ALLAND

HOME ABOUT RESEARCH WEATHER CONTACT



WELCOME TO MY WEBSITE!

I am a postdoctoral fellow in the Advanced Study Program at the National Center for Atmospheric Research. My work focuses on interdisciplinary research, both the physical and social sciences, to better understand our interconnected world and create effective policies. I am very excited to collaborate with NCAR and the rest of the meteorological community to further our understanding of atmospheric science and benefit society. Feel free to contact me!

[Curriculum Vitae](#)

RECENT WORK



Graduated from the University at Albany with a Ph.D. in Atmospheric Science.



Defended my dissertation titled "Synergistic effects of midlevel dry air and vertical wind shear on tropical cyclone development." The picture is with my committee (not pictured: Dr. George Bryan).



Honor: Received the University at Albany **Bernard Vonnegut Teaching Award**.



Outreach: Participated in the **miSci Science Festival of the Capital Region**. We conducted fun weather activities with young scholars to excite interest in science!

Other ways to promote yourself:

- Create a website
- Update LinkedIn
- Use social media for science
- Stay connected with colleagues

Bridging to the next job through collaboration & grants

- Ask supervisors about extending pay
- Talk with interesting colleagues and see if any ideas pop up for collaboration
- Read about calls for proposals (NSF, NASA)
- Patch together salary with soft money, collaborative research



Atmospheric Chemistry

Climate and Large-Scale Dynamics (CLD)

Coupling, Energetics, and Dynamics of Atmospheric Regions (CEDAR)

Consider the possibility of alternatives: a job beyond academia

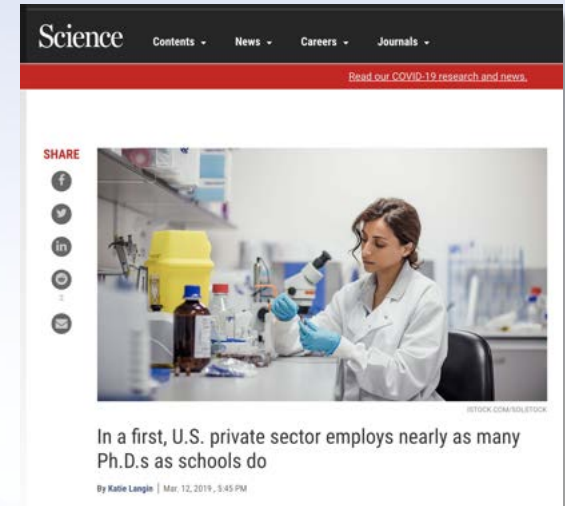
Why?

- Most PhDs get jobs *outside* of academia
- The pandemic is making it tougher (freezes)
- It feels better to have options
- You do have lots of great skills!
- People are happy in other careers!

Create a USAJOBS Profile

17,609

Jobs open per day



<https://www.sciencemag.org/careers/2019/03/first-us-private-sector-employs-nearly-many-phds-schools-do>

Take Home Messages:

- Do your homework on the organization
 - Tailor your materials to the job
- Get tips on the web: e.g. 'career center cover letter'
 - Expand your horizons!

To keep your finger on the pulse of academia, check these websites:

- Inside Higher Ed
- The Chronicle for Higher Education
- The Professor Is In

