

UNIVERSITY OF BERGEN

CV building

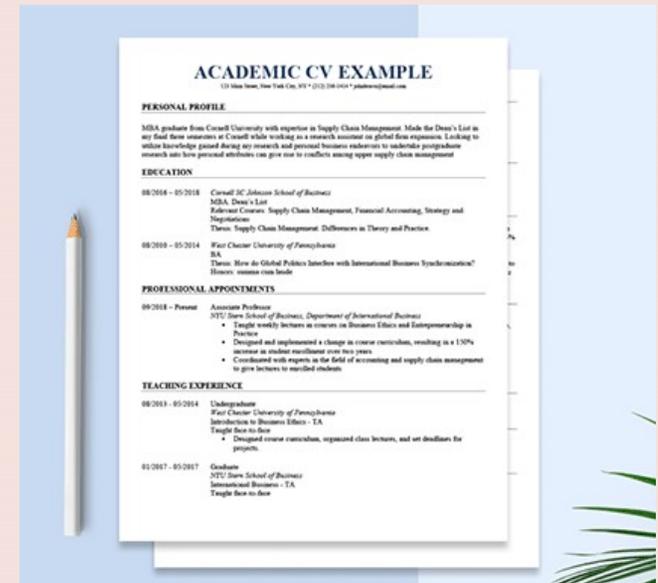
Pre-conference workshop
UiB Career days 2023



Cecilie Nordbotten
Senior research adviser
Division of Research and Innovation
University of Bergen

Session outline

- 1) Building academic CV
 - Tips for early career scientists
- 2) Menti – grab your device
- 3) Non-academic CV



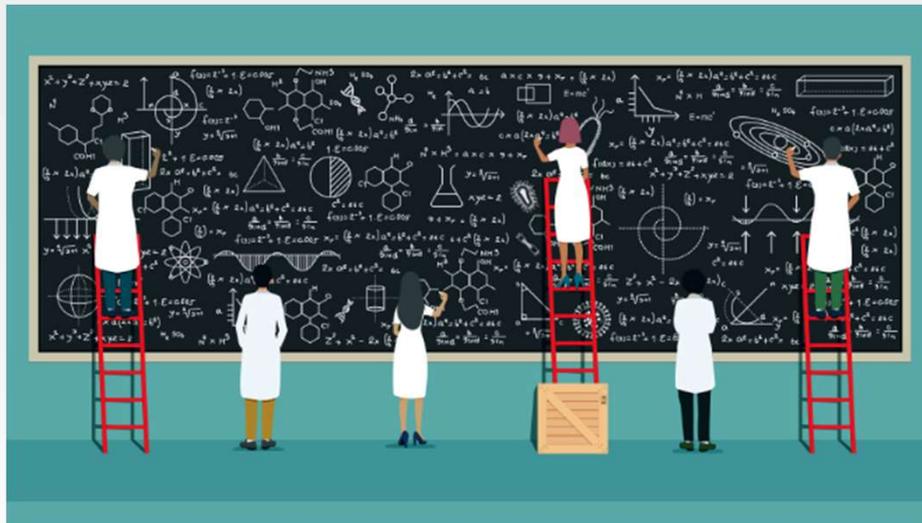
Objective: learn key components when building your CV

the world
**NEEDS
YOUR
MIND**



Academic CV

Research/faculty position, grants



Research, publications, grants

Non-Academic CV

Industry (business, government...)



Skills, experience, accomplishment

Your academic CV

Last 10-15 years: types of skills in CV have expanded



EU has formed an alliance (CoARA) with 350 institutions in 40 countries agreeing on reducing the reliance on metrics in research assessment.

Academic career progression from early career researcher to professor: what can we learn from job ads

Lilia Mantai  & Mauricio Marrone 

Pages 797-812 | Received 09 Jul 2022, Accepted 09 Jan 2023, Published online: 20 Jan 2023

 Download citation <https://doi.org/10.1080/03075079.2023.2167974>[Full Article](#)[Figures & data](#)[References](#)[Citations](#)[Metrics](#)[Licensing](#)[Reprints & Permissions](#)[View PDF](#)[View EPUB](#)

ABSTRACT

Academic careers are complex, diverse, and increasingly competitive. Building on previous research on selection criteria for admission to early research careers, this research expands the analytical focus to examine attributes requested in job ads at each stage of an academic career. Our data, extracted from a European job platform, draws on over 40 different disciplines, 3000 universities, and 60 countries. We developed a taxonomy from the selection criteria data and analysed 40,819 advertisements for all stages combined and posted in 2016-2021. We analysed the most prevalent and salient attributes listed in academic job ads to determine the most important attributes in the five most represented countries and disciplines, and changes by stage and across the academic career lifespan. We find that degree and achievements play a principal role in academic recruitment at each stage of career, mobility is key to progression in senior roles, teaching gains importance towards professoriate, and senior academics need to be equipped with skills and/or experience in fundraising, curriculum, and outreach. The insights inform policy and practice for institutional researcher development, capabilities framework development, human resources, and academic recruitment, and provide guidance for academic career planning and development.

KEYWORDS: [Academic career](#) [Europe](#) [job](#) [employment](#) [selection criteria](#)



[Full article: Academic career progression from early career researcher to professor: what can we learn from job ads \(tandfonline.com\)](https://doi.org/10.1080/03075079.2023.2167974)

Your academic CV

- Marketing document
- **Master CV** (comprehensive; full overview)
vs. **targeted CV** (targeted to the opportunity; concise)
- Clear narrative and your potential

**TIP: create a
master CV (and
keep it updated)**



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Overview academic skills

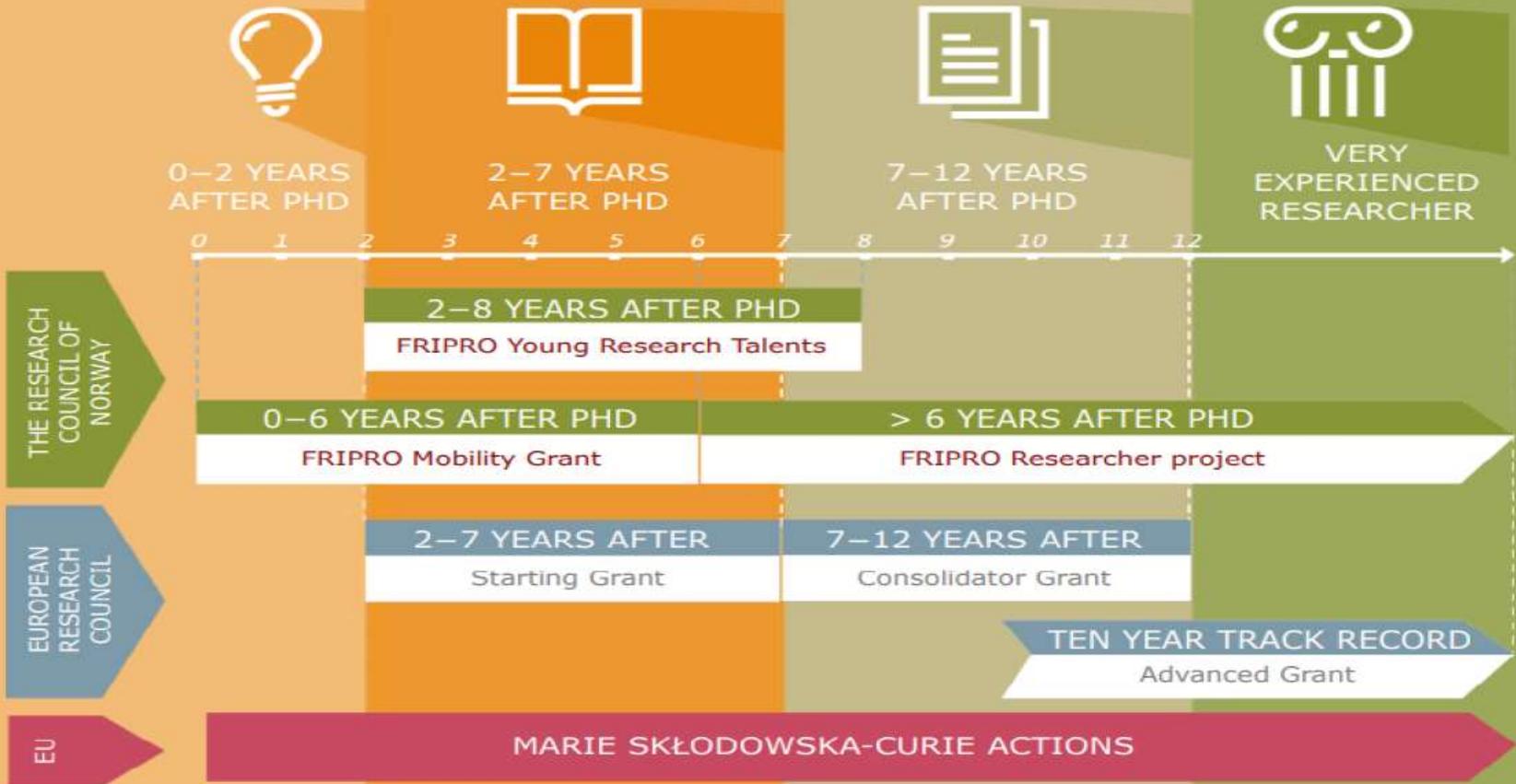
- Excellence / research results
- Teaching & supervision
- Ability to attract research funding
- Mobility
- Independence
- Network & collaborations
- Profile/visibility

- Not an exhaustive list/template
- Critical that you map your skills/ plan development with your supervisor.



CAREER TRACK

Research funding



SOURCE: THE RESEARCH COUNCIL OF NORWAY

Overview academic skills

- Excellence / research results
- Teaching & supervision
- Ability to attract research funding
- Mobility
- Independence
- Network & collaborations
- Profile/visibility





DON'T FORGET:
NETWORKING IS
ABOUT THE PEOPLE..



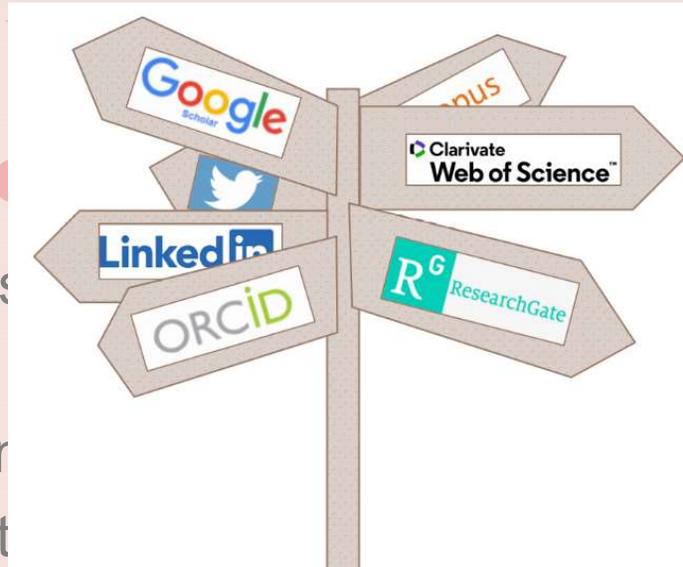
Early career CV tips

- Start with a short research interest / objective.
- Add 2 bullet points to each work/research positions.
- Look at examples of other CVs from your field.
- Use invited talks actively.
- Curate your online profiles. Tips: see Uni. Library course.
- Strategic use of CV-headings.

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Early career

- Start with a s
- Add 2 bullet
- Look at exam
- Use invited t



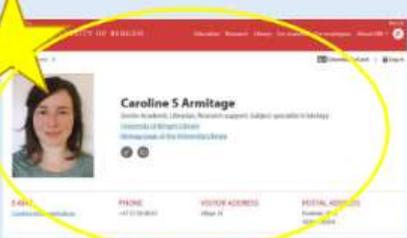
jective.
ch positions.
ur field.

- Curate your online profiles. Tips: see Uni. Library course.
- Strategic use of sub-headings.

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EXAMPLE MAKE YOURSELF VISIBLE ONLINE

UiB profile



Author IDs and profiles



Academic social media

ACADEMIA



LinkedIn

Social media

facebook



Blogging

Synchronise where possible

- ORCID <--> Web of Science
- ORCID <--> Scopus
- Cristin -> UiB profile



OPEN SCIENCE

Make your research visible using researcher profiles

This seminar will demonstrate how to use ORCID and other researcher profiles to showcase your work.

Having a researcher profile is a great way to showcase contributions to your field and open science engagement. Author IDs, which ensure your works are correctly attributed, are also allocated by some services.

However, there are many services to choose from, with various features and audiences, and it can be difficult to navigate. This seminar will:

KURS

 20.10.2023 - 10.15-11.00 Zoom [Caroline S Armitage](#)

Also check out e-course at “Mitt UiB”:
Profiles and Publishing Statistics

Strategic use of CV-headings

- Find ways to use headings to emphasize your strengths
- **Selected** publications/awards/talks/media coverage.
 - Out of how many?
 - Group by topic to help reader?
- Funding
 - Group by PI or not?
- Emphasize the measures of esteem where you have comparative advantage:
 - Reviewing – journals, grant programs, conferences.
 - Committees
 - Invited talks
 - Other scholarly activities (workshops organized, etc.)
- Prioritize the audience: Teaching first if teaching position. Research first if research job.

Put your best foot forward.

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How to tell when you have a competitive CV

- Being «competitive» depends
 - on your discipline, on your experience, and on the scheme
- Know what your funder/evaluator is looking for
- Assess your competition
- Seek advice from trusted colleagues

Don't wait for a perfect CV

- Behøver ikke perfekt CV for å søke ERC

Jill Walker Rettberg har fått to millioner euro fra Det europeiske forskningsrådet ERC for å forske på hvordan vi oppfatter oss selv og verden rundt oss gjennom ny teknologi. Hun er glad for at hun ikke ventet med å søke ERC til alle hullene i CV-en var dekket.

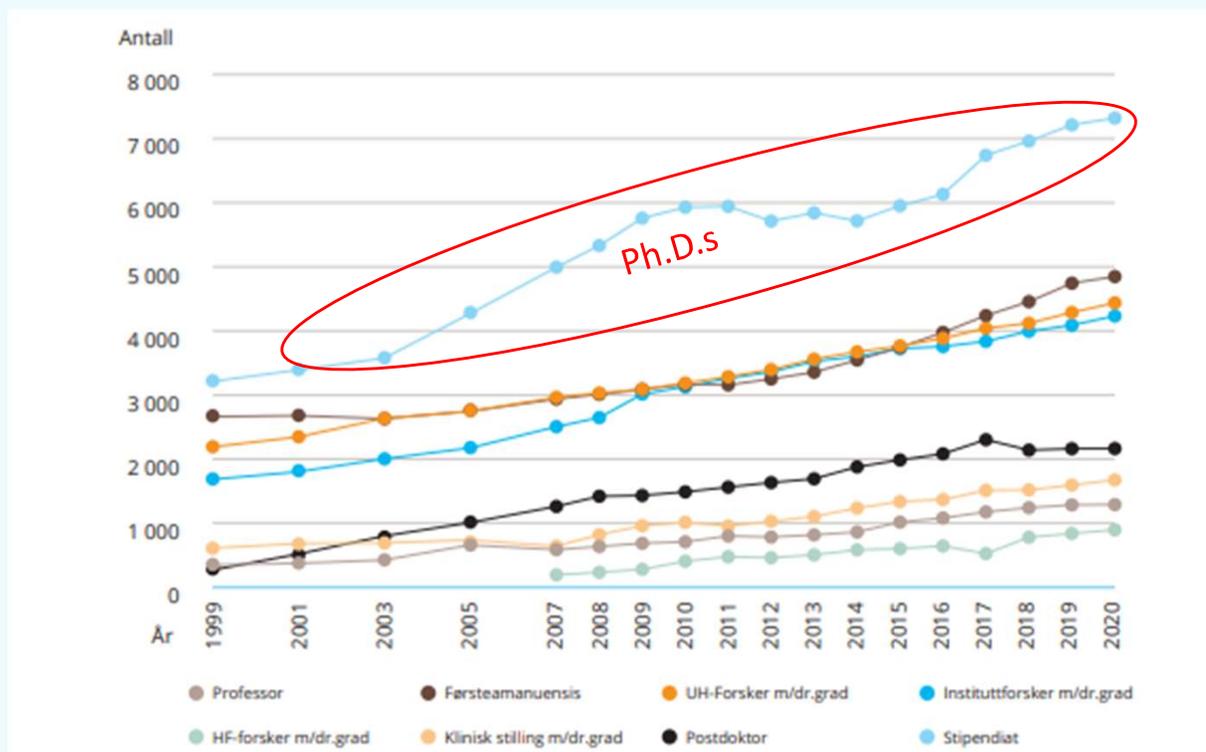


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Non-academic CV



International trend: large increase in Ph.D.s



- 35% increase between 2000-2009 (OECD-countries)
- The consequence is higher competition and many temporary employments



Norway: Development in academia 2000 - 2020

Position/year	2000	2010	2019/20	% Growth
PhD	592	1106	1531	160 %
Postdoc	235	918	1340	470 %
Researcher	189	554	885	368 %
Associate professor	1364	1331	2146	57 %
Professor	1786	2138	2669	49 %

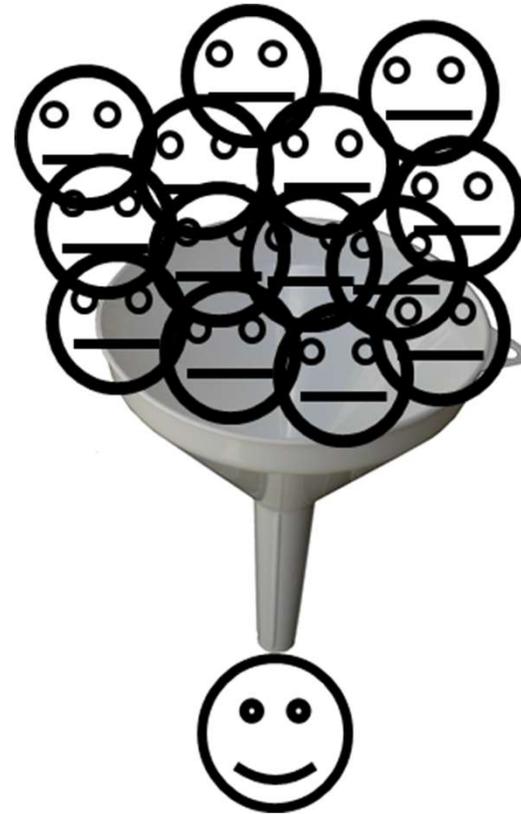
Backdrop



Recognize the career situation for PhDs and postdocs



The academic funnel and opportunities in academia and other sectors





“Easier” than an academic CV

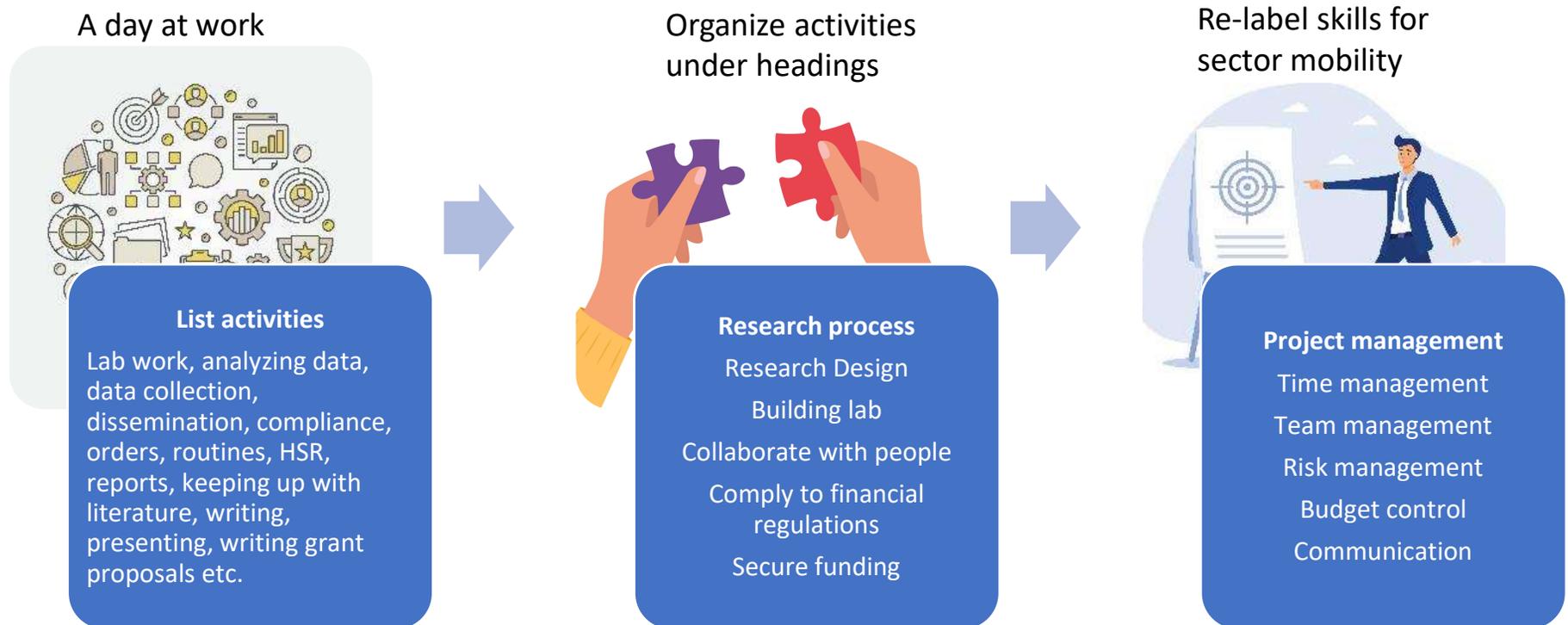
- But with more care into marketing and quick to the point

- Marketing document
 - Summary of your relevant skills, expertise & achievements
 - Highlight your **USPs – Unique Selling Points** that make you a stand out candidate
- NOT
 - Life history/autobiography
 - Comprehensive list of responsibilities



Transferable skills

- How to convert your research daily activities to skills employers are looking for



Craig Kunce

304 Fourth Avenue South, La Crosse, Wisconsin 54602, 608) 555-3480

OBJECTIVE

A challenging position in the graphic design field that utilizes my experience, education and creativity to help the company grow and succeed.

SUMMARY OF SKILLS AND QUALIFICATIONS

- Experience designing advertising and marketing materials for a variety of projects including logos, brochures, packaging, advertising, signage and websites
 - Excellent ability to communicate and work in a team setting - derived from current freelance projects
 - Thorough knowledge and understanding of prepress and the offset printing process
 - Experienced illustrator with strong watercolor, oil painting, and colored pencil skills
 - Able to work directly with clients to discuss ideas and solutions to their needs

SOFTWARE KNOWLEDGE

- Photoshop, Illustrator, InDesign, Dreamweaver, Flash, Acrobat, GoLive, Word, PowerPoint, and Excel
- Tech-savvy, comfortable, and up-to-date with current online design and media trends and interfaces

EDUCATION

Associate of Applied Science, Graphic Design
Western Technical College, La Crosse, Wisconsin

Graduated with highest honors. GPA 3.8.

- Hardware experience: Mac and PC computers, flat-bed color scanners, digital photography, B/W and color printers, large format printing, working on servers and networks, prepress and film imaging equipment (Xitron Xenith 4 PDF Workflow Solution), offset printing presses, bindery and finishing machinery, and electronic paper cutters.

WORK EXPERIENCE

Assistant Manager, Meat Department

Quillin's, La Crosse, Wisconsin. 2007-present

- Assisted Meat Department Manager with all daily responsibilities
- Inspected and signed for deliveries in manager's absence (5-10 times per week)
- Direct customer service (dealt with approx. 50 customers per day)
 - Trained and mentored all new employees (30 to date)

Graphic Designer and Publication Artist

The Zeal, La Crosse, Wisconsin. 2006-2007

- Designed and produced the monthly school newspaper (20 issues total)
 - Consistently met our monthly design and printing deadlines
- Redesigned the logo and format to update the look and follow industry trends

Retail Sales Associate

Eddie Bauer, Onalaska, Wisconsin. 2004-2005

- Dealt directly with customers, assisting with selections, purchases and returns
 - Worked independently and performed opening and closing responsibilities
- Responsible for all money, returns, and sales transactions on the weekends
 - 2008 Sales Associate of the Year. Increased my annual sales volume 15%
- Organized loss-prevention efforts throughout the store (saved \$2,000 annually)

ACHIEVEMENTS

- Vice President, Graphic Design Club, Western Technical College. 2008-2009
 - First Place Portfolio Review Poster, Western Technical College. 2009
 - Third Place Gutenberg Award, Poster Design. 2009

Saoirse Rankin

Research Assistant

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Albany, NY

linkedin.com/in/saoirse.rankin

quora.com/profile/saoirse.rankin

Investigative Ph.D. in Biological Sciences with 10+ years of hands-on experience in research and laboratory. Adept with basic molecular biology techniques, including PCR, nucleic acid purification, nucleic acid quantification, and QC. Focused on process improvement and developing repeatable methodologies to drive productivity.

CORE COMPETENCIES

FISH & RNAseq | Biotechnology | NGS Applications | Molecular Biology | Molecular Biology Techniques

Genome Sequencing | Immunoprecipitation (IP) | Illumina Sequencing Libraries | Nucleic Acid Purification

Target-Enrichment Sequencing | Polymerase Chain Reaction (PCR) | Data Research & Analysis

PROFESSIONAL EXPERIENCE

Research Assistant

Dr. John Griffin's Lab

08/2014 - Present

Albany, NY

- Identify the conserved regulators of stem cell differentiation and meiotic entry that offer insight into cancer biology and reproductive assistance in humans.
- Utilize a statistical tool to generate 95% confidence limits on the research data.
- Implement process improvement by using broad knowledge of molecular biology, nucleic acid biochemistry, next-generation sequencing, and assays for DNA/RNA.
- Maintain records of laboratory work and data by ensuring 100% level of accuracy.

Research Assistant

St. John's Research Facility

03/2012 - 07/2014

Atlanta, GA

- Analyzed 5-10 case files and databases by examining post-operative complications.
- Refined processes of molecular biology, nucleic acid biochemistry, NGS, DNA/RNA.
- Utilized knowledge of laboratory procedures to accomplish critical projects.

Graduate Research Assistant

University of Albany

01/2011 - 07/2013

Albany, NY

- Provided mentoring and strategic troubleshooting pertinent to the research process.
- Contributed mentoring support to multiple undergraduate and Master's students.
- Implemented an inventive protocol for canning enzyme hydrolysis of red kidney beans.

Research Assistant

Dwayne Jackson Institute

06/2009 - 02/2012

Duluth, GA

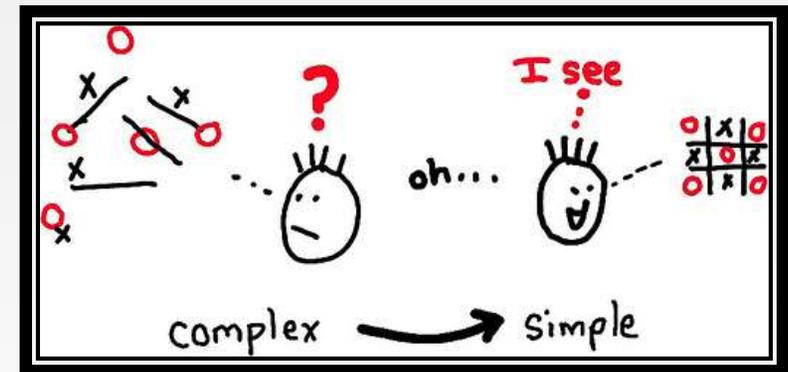
- Conducted experiments within a defined project with the direction of 3 scientists.
- Formulated mouse primary cortical neural stem cell line and identified surface features that promote stem cell maintenance and differentiation while ensuring 100% adherence to applicable Environment, Health and Safety (EH&S) standards.
- Ran fundamental bioinformatics analysis and quality control to draw conclusions.

Which one would you read?



Writing a competitive CV

- **Relevant:** who does the recruiter want to hire?
- **Concise:** 1-2 sides (unless otherwise stipulated)
- **Easy to scan:** 7 second rule
 - Sans serif font / 11
 - Left aligned
 - White space
 - Relevant sub -headings
 - Bullets (max 2 lines)
 - Careful with bold and underline



CV Checklist

- Is it relevant?
 - Provides up to date information
 - Corresponds closely with the personal spec/job description
 - Gives clear evidence that you meet **as many criteria as possible?**
- Time is ticking
 - Can you read the document in 30 seconds?
 - Can you pick up the most important details in 7 seconds?
- Is it well written/formatted?
 - Have you used bullet points and concise sentences?
 - Have you used **STAR examples?**



Achievement with impact: STAR

S T A R stands for:
Situation , Task , Action & Result

Example

Transforms:

“I have project management experience”

Into:

“Designed and delivered a four year research project to deadline and on budget, leading to the publication of an influential policy paper”



Log into
"Mitt UiB"

The screenshot shows a web browser window with the URL <https://mitt.uib.no/courses/41521>. The page title is "FERD100". The main content area is titled "Academic and non academic CV" and features the UiB FERD logo (career center for early stage researchers). Below the logo, a paragraph states: "This UiB FERD online course is designed to share key information about how to build and write a strong CV. It contains two core modules: one on how to build and write CVs for jobs, research grants and other opportunities within academia, the other focuses on how to build and write CVs for jobs and opportunities beyond academia." Two buttons are visible: "Creating an academic CV" and "Creating a non academic CV". The right sidebar shows the course status as "Publisert" (Published) and lists various actions like "Importer eksisterande innhald", "Vel heimeside", "Vis emneaktivitet", "Sjekkliste for emneoppsett", "Ny kunngjering", "Vis emneanalyse", and "Vis varsel frå dette emnet". The bottom right corner indicates "Kjem snart" (Coming soon) and "Ingenting den neste veka" (Nothing next week).

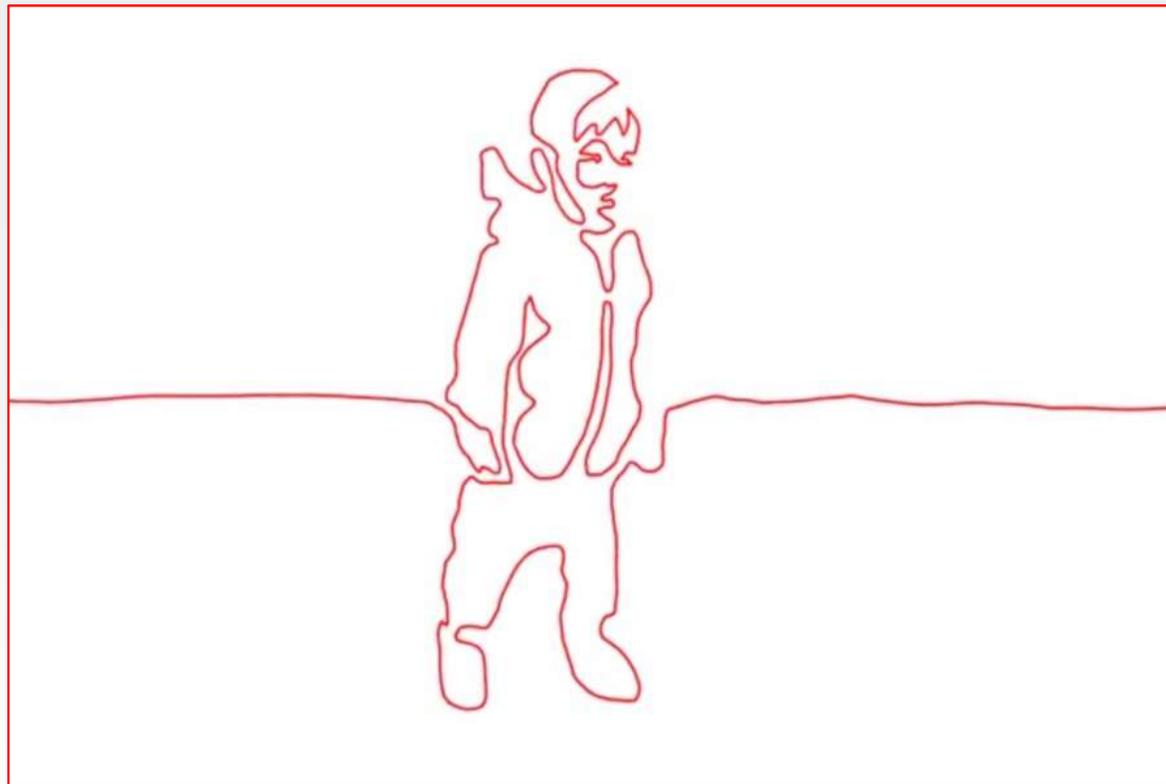
Today we are launching two new e-courses:

"Creating an academic CV"

"Creating a non-academic CV"



REMEMBER THE RED THREAD: THE STORY YOU ARE TELLING





UiB Ferd Career Centre for Early-Stage Researchers

Opened February 2022

- Web portal
- Event calendar
- Career courses
- Career guidance



UiB Ferd Career Center for Early Stage Researchers

Activities

Resources

Career guidance

About

Book career guidance

Information about career guidance

Safe guidance



Career learning

The areas for exploration and learning are general and generic indications of themes that could be relevant for exploration, and the objective is for the client to be able to develop and activate the career competences required by them at the time and in the situation when they are needed.

PHD CANDIDATES



Career development for PhD candidates

EARLY STAGE RESEARCHERS



Development opportunities for early stage researchers

EXPERIENCED RESEARCHERS



Skills and competence development for experienced

Most relevant for you:

CALENDAR

CAREER DAYS 23



Career days 2023 - Tuesday 26th of September

26.09.2023 12:00–20:00

The Career days will be held in the new main hall at Nygårdsgaten 5. NB! One exemption; Wednesday at 18.

Add to calendar

22 SEP Open Access - step by step (Course)
10:15–11:00 Zoom

25 SEP Software Carpentry course in research computing skills: Shell, R and Python for reproducible analysis, Git (Course)
09:00–16:00
The Humanities Library, Haakon Shetelig's pllass 7 (Seminar room 1 & seminar room 0)

27 SEP Career days 2023 - Wednesday 27th of September (Event)
08:30–20:00
The main part of the programme will be held in the new main hall of the administration at Nygårdsgaten 5

28 SEP Career days 2023 - Thursday 28. September (Event)
09:00–16:00 The programme will be held in the new main hall at Nygårdsgaten 5

See all events >

For UiB researchers



**HORIZON
EUROPE**

Your Pathway to
Collaborative Projects

3 October 2023



**HORIZON
EUROPE**
Investing in
OUR FUTURE together

#HorizonEU EUROPEAN UNION

Time: Oct 3rd

Place: Storsalen, Nygårdsgt. 5

Aim: to make UiB researchers
involved in collaborative research
projects.

Open to researchers at all faculties and at all career levels.

Examples – UiB Ferd career courses



How to write a non-academic CV for Industry



Mobility and how to use UiBs international networks



Self-management and time management



Career Development Awareness



Healthy Working Habits: Time Management, Work/Life Balance, and Writing Motivation



Improve Your Academic Writing and Presentation skills in English



The Ferd Centre
Book your career guidance on the webpage: for UiB employees



Thanks and good luck!

www.uib.no/ferd
ferd@uib.no

Cecilie.Nordbotten@uib.no



Scan to read more
about the presenters:

