

Common Lessons From CV Reviews

Yipkei Kwok
Missouri Western State University

Common Lessons

1. A CV is not a Resume or Biosketch
2. A Compelling Summary Statement is Beneficial
3. You probably do not need a 10-page CV
4. Traditional or Modern Layout? It is up to you!
5. Other Important Lessons

A CV is not a Resume or Biosketch

	What is it?	Typical use cases
CV	<ul style="list-style-type: none">• Comprehensive description of your academic/research credentials• Summary of your professional achievements/accomplishments• Your on-paper persona	When a graduate degree holder applies for teaching positions in higher education or research positions.
Resume	<ul style="list-style-type: none">• Concise introduction of your experiences and skills related to the position being applied for	When applying for non-research positions in industry
Biosketch	<ul style="list-style-type: none">• Description of one's qualifications for a specific project/role	Grant applications, progress reports

A CV is not a Resume or Biosketch

	How much can I tailor it?	Style of Language	Tense	Typical page limits
CV	Limited room for tailoring (It's your persona!!)	Product-oriented (what you have done)	past	[to be discussed]
Resume	Should be tailored for positions applied for	Process-oriented (what you can do)	present	1 (sometimes 2)

A Compelling Summary Statement is Beneficial

- Where?
 - At the beginning of the first page
- Why?
 - To present your research area, expertise, and achievement upfront
 - To give a **concise** overview to hiring managers of how you may fill a need in their terms
- Content
 - Main research interest
 - Key areas of expertise
 - Major accomplishments
 - **Concise!** (Your research statement, cover letter, etc. can provide full narrative)

Example

My research interest is in performance optimization. My key areas of expertise are (1) analyzing architectures, including CPUs and accelerators, to understand performance characteristics, and (2) applying performance optimization techniques to optimize compute kernels on various architectures. My work has been made broadly available to the communities of interest through numerical libraries.

You do not need a 10-page CV

- Appropriate for early career people to list *all major* accomplishments
- Junior faculty/researchers should aim for 2 to 4 pages.
- fact: overly detailed CV may obscure the main message
- key: To impress the readers using an appropriate amount of details

Succinctly condense your experience

e.g., student mentoring

- don't: For each mentored student, list the name, project descriptions , publications, which university/company he/she moved on to
- do: Summarize the number of students mentored, key projects, number of publications, and number of them that go to academia, industry, or national labs.

Traditional or Modern Layout? It is up to you!

Traditional

Dr. Yipkei Kwok

4525 DOWNS DR., SAINT JOSEPH, MO 64507

(816)271-4523

ykwok@missouriwestern.edu

Education

Ph.D.	<i>The University of Texas at El Paso</i> , Department of Computer Science, El Paso, TX Dissertation " ² TL: a RAID I/O Scheduling Algorithm for Simultaneously Providing Latency and Throughput Guarantees" Advisor: Patricia J. Teller, Ph.D.	2014
M.S.	<i>California State University, East Bay</i> , Department of Mathematics and Computer Science, Hayward, CA Thesis "Power-Aware Direct Memory Access on Embedded Systems" Advisor: Ching-Cheng Lee, Ph.D.	2005
B.S.	<i>Hong Kong Baptist University</i> , Department of Computer Science, Hong Kong. Honor Project "Networked MPEG Video System" Advisor: Joseph K. Ng, Ph.D.	2000

Teaching Experience

Assistant Professor (Graduate Faculty), Missouri Western State University, Department of Computer Science, Math and Physics, 08/2015 – present

Teach various computer science courses including Research Methods (Graduate), Network Information Systems Security (Graduate), Advanced Networking and Network Administration (Graduate), Cloud Computing Security (Graduate), Discrete Mathematics (Undergraduate), Networking (Undergraduate) and Operating System Concepts (Undergraduate). Serve as Program Director of a graduate program (duties include curriculum design, program assessment, and student admission). Served in faculty search committee. Organize Three Minute Thesis (3MT) competition. Advise students. Serve in graduate council and various conference committees. Average Teaching Evaluation Score (second year): between 1 and 2 out of 5. (1: exceptional, 5: poor)

Modern

Curriculum Vitae

Missouri Western State University
Department of Computer Science, Mathematics,
and Physics

4525 Downs Dr, Saint Joseph, Missouri 64506

(816)271-4523

ykwok@missouriwestern.edu

Yipkei Kwok

Educational Background

	PhD Computer Science , Department of Computer Science - The University of Texas at El Paso, El Paso, Texas 79968.
	MSc Computer Science , Department of Mathematics and Computer Science - California State University, East Bay, Hayward, CA 94542.
	BSc Computer Science , Department of Computer Science - Hong Kong Baptist University, Kowloon Tong, Hong Kong.

Capstones

PhD Dissertation

TITLE ²TL: a RAID I/O Scheduling Algorithm for Simultaneously Providing Latency and Throughput Guarantees

ADVISOR Dr. Patricia J. Teller

MSc Thesis

TITLE Power-Aware Direct Memory Access on Embedded Systems

ADVISOR Dr. Ching-Cheng Lee

BSc Honor Project

TITLE Networked MPEG Video System

ADVISORS Dr. Joseph K. Ng

Teaching Experience

Other Important Lessons

- Avoid long sentences and passive voice.
 - Reason: Difficult to read. Weaker overall effect.
 - Example
 - [Passive voice] It was shown that a 30% higher cache hit rate was achieved by Technique X, when compared with state-of-the-art caching algorithms.
 - [Active voice] We showed that Technique X achieved 30% higher cache hit rates than state-of-the-art caching algorithms.
- Place content under section headings appropriately.
 - Examples
 - List publication titles in the Publication section, but not in Summary Statement
 - Put these experiences under General Experience, rather than Teaching or Research Experience
 - Administrative, Consulting
- Section order matters. What comes first receives more attention.

Other Important Lessons

- Spelling, consistent formatting/style, and clear presentation
- Include your name on each page (headers or footer)

Kwok, Y.

Teaching Interests

Courses of Interest – Computer Science

Systems

Computer Architecture, Computer Organization, Operating Systems, Networking,

Conclusion

1. Write a CV, not a Resume or a Biosketch
2. Start your CV with a Compelling Summary Statement
3. Keep your CV optimized (length, style, audience, etc.)
4. Pick a layout, traditional or modern, that present you best
5. Use active voice. Keep your sentences short.
6. Place content under appropriate sections
7. Order sections appropriately
8. Spelling, formatting, presentation
9. Include your name on each page.

CV Rotation

Instructions

1. Move to Room A306
2. Pick a table and exchange CVs with people on the same table
 - Write your feedback on a fresh copy of a CV
3. Review CVs based on the common lessons (<https://goo.gl/2GidkZ>)
4. Feel free to provide feedback beyond the common lessons
5. Come back here (A302) by 11:30

Career Development Panel

Jeff Hollingsworth

Kerstin Kleese Van Dam

Jaydeep Bardhan

Topics and Panelists

Topics	Panelists
Academic Tenure Process and How to Stay Ahead	Jeff Hollingsworth (UMD)
Establishing Connections with Industry	Jaydeep Bardhan (GSK)
Fostering Research Collaborations	Kerstin Kleese (BNL)

Instructions for Lunch Discussions

To	From	
12:00	12:15	Pick up lunch on buffet line (A306)
12:15	13:00	Lunch discussion on guiding questions <ul style="list-style-type: none">• Each panelist to lead a group• Pick a group based on interests
13:00	13:25	Conclusion sharing (A302) <ul style="list-style-type: none">• Groups present answers to guiding questions