

SUSTAINABILITY SCHOLARS: RESUMES & COVER LETTERS

Centre for Student Involvement & Careers (CSIC)

DANIELLE BARKLEY, GRADUATE CAREER EDUCATOR



As You Create Your Resume, Think About ...

- What is my value proposition for this position?
- What is my targeted employer likely to care about? Not care about?
- How can I show impact/accomplishment?



	ACADEMIC CV	RESUME
Targeted to...	Targeted at fellow academics	Targeted at specific employer
Length	Flexible	1-2 pages
Focuses on...	Academic achievements and research profile	Skills and accomplishments
Publications, presentations, grants and fellowships	Always included	Sometimes included briefly
Work & extra-curricular experience	Sometimes included briefly	Always included –focus on transferable skills
References	Included	Not usually included
Overall the CV provides...	A full history of your credentials	A snapshot of your skills for the job you are seeking
Key question	What is your potential as a researcher?	Do you have the skills our organization requires?

Key Principles ...

- **Condense.** Most employers spend an average of 7 seconds doing an initial scan of a resume. Get the most important information to the top of the page, and present it as clearly as possible.
- **Tailor.** Employers want to know about the experience that is relevant to what they are hiring for.
- **Quantify** whenever possible (years of experience, \$ of budget managed, % of growth)



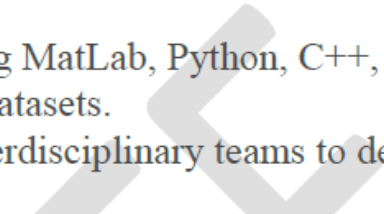


JASPER ROLAND

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Vancouver, BC

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KEY COMPETENCIES

- Biomedical engineer with experience designing, performing and analyzing mechanical experiments, and designing and fabricating novel test apparatus using 3D CAD modelling, machine shop tools and rapid prototyping techniques.
 - Experienced with computer coding in multiple languages including MatLab, Python, C++, HTML5, JavaScript and ImageJ Macro for analyzing and presenting large datasets.
 - Successful track record of collaborating with international and interdisciplinary teams to develop computational models and detailed experimental validation
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DANIEL WESTEROS, PHD

301 - 3225 Main Street, Vancouver, BC V6Y 3P8

778.548.6719 ■ dwong@history.ubc.ca

PROFILE

Historian with a passion for public outreach, digital storytelling, and compelling visualizations. Areas of expertise include environmental history, urban history, and mapping. Skills include quantitative (Excel, SPSS, statistical analysis) and qualitative (literature reviews, oral interviews, bibliographical research) research, fluent German and French (read, written, and spoken), and GIS software applications.

EDUCATION



SUMMARY/PROFILE/HIGHLIGHTS/SKILLS/COMPETENCIES

Opportunity to concisely convey the major reasons you are a good fit for a position

Imagine this is only the section of the resume anyone is going to read: what do you need to capture?

Focus on concrete evidence and examples

Use bullet points to list skills, especially languages, software, techniques etc.

Don't overload it – usually 3-4 key points here



EDUCATION

- Can be placed either immediately after summary/profile OR after experience
- Keep this section concise; usually a list of degrees earned, possibly with one or two bullet points giving relevant information
- Bullet points within a degree might include a major award, a thesis title (if relevant to the position), key coursework, summary of major output (presentations/publications)
- If you want to capture detailed information about the research/projects you did as part of your education, try creating distinct sections for these (eg. Research Experience, Project Experience)



Keith Konservation

2000 Main Mall • Vancouver BC • 604-555-0202 • keith.konservation@gmail.com
[Linked In](#) [Portfolio](#)

SUMMARY OF QUALIFICATIONS

- Thorough understanding of both CAD and GIS environments and concepts, with a focus on ESRI ArcGIS suite of products and AutoCAD applications.
- Experience with geospatial datasets (raster and vector) and common file formats
- Strong project coordination experience in overseeing timelines, allocation of activities, and correct data collection procedures in both industry and academic environments

EDUCATION

- | | |
|---|-------------|
| Masters of Geomatics for Environmental Management
University of British Columbia, Vancouver BC | 2017-2018 |
| • Key coursework: Geospatial Data Analysis, Linear Regression Models and Principles of Project Management | |
| Bachelor of Science in Forestry
University of British Columbia, Vancouver BC | 2013 - 2017 |
| • Major in Forest Resources Management | |





EDUCATION

Masters of Arts in Political Science

2017-2019

University of British Columbia, Vancouver, BC

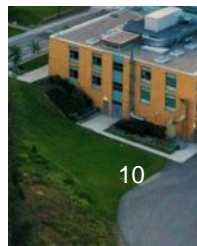
- Relevant coursework including Qualitative Research Methods, Comparative Public Management, Statistical Research Methods

Bachelor of Arts (Honours) in Liberal Arts

2013-2016

Minor in English and Public Administration/Public Policy

University of Victoria, Victoria, BC



EDUCATION

PhD, History

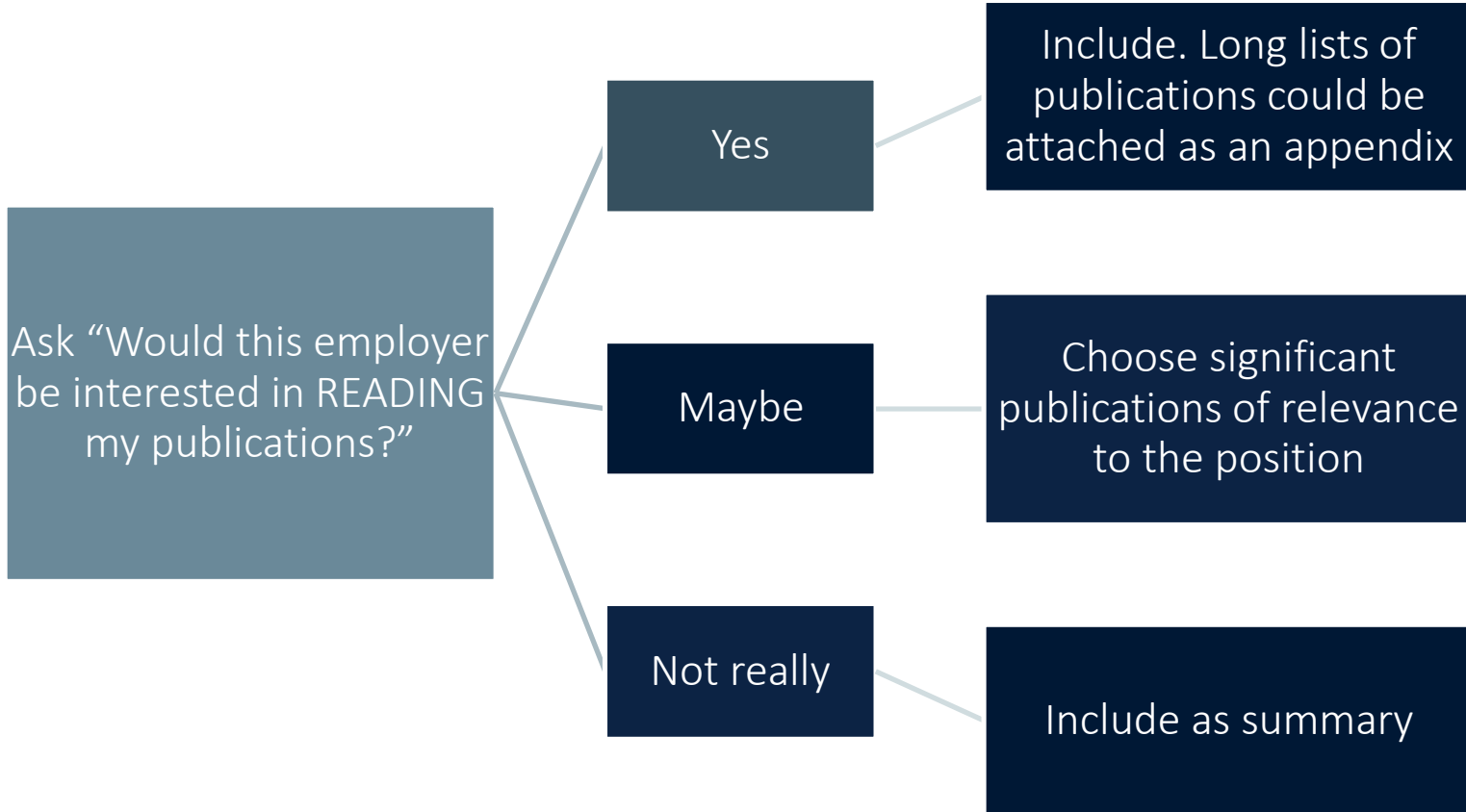
2017

University of British Columbia

Dissertation: "A Wetland Town on the Edge of the Schwarzwald-Baar District: a Social and Environmental History of Donaueschingen and the Danube River, 1867-1926"

- Incorporated multiple GIS maps and photo essays as unique examples of research and storytelling methods into two peer-reviewed journal articles, 10 conference papers, and a blog that catalogues my dissertation process.

Publications



ACCOMPLISHMENT STATEMENT

Sample res

- Sold tick
- Organiz
- Designe
- Support of innov increase

GEOMATICS EXPERIENCE

Project Proposal and Proof of Concept: Automatic detection of buildings and land use classification in urban areas using high-spatial resolution imagery

University of British Columbia, Vancouver BC

Jan 2018-Present

- Assessed relevant literature and state of the field to develop a hypothesis and data acquisition plan
- Proposed a data model and effective visualization approaches in both a written proposal and oral presentation, including an initial assessment of the likely results and implications from the work
- Independently sought out consultation with urban planning professionals and incorporated feedback to develop a proposal informed by the needs of stakeholders

GIS Specialist Internship

Jun - Aug 2017

Mineral Exploration Research Centre– Laurentian University, Sudbury ON

- Incorporated 2D and 3D geological, tectonic, structural, geophysical, mineralogical, geochemical, and isotopic data from a variety of sources including researcher-provided data, satellite imagery, aerial photographs, and existing databases
- Met regularly with a team of multi-disciplinary users to define data needs, project requirements, required outputs, and develop applications
- Entered new map data through use of a digitizer or by direct input of coordinate information; prepared metadata and answered user questions

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ADDITIONAL EXPERIENCE

Invasive Plant Mapping – Pacific Spirit Park Society

2016 - Present

- Work in a team once per week using GPS units to map the spread of invasive plants along Pacific Spirit Park trail to support the prioritization of sites for invasive plant management

Verb + Task

Duty statement

- Drafted and revised questions for a survey assessing the feasibility of on-street electrical vehicle charging

Verb + Task + Result

Accomplishment statement

- Drafted and revised questions for a survey assessing the feasibility of on-street electrical vehicle charging, resulting in clear survey questions and a 87% survey completion rate
- Drafted and revised questions for a survey assessing the feasibility of on-street electrical vehicle charging resulting in positive feedback from both researchers and government administrators
- Drafted and revised questions for a survey assessing the feasibility of on-street electrical vehicle charging, ensuring survey was available for distribution within target timeline

ACCOMPLISHMENT STATEMENTS

[Verb + Task + Result]

Content

RESULTS illustrate the value provided to the employer and can be quantitative or qualitative:

- Outcomes
- Goals
- Numbers
- Metrics
- Feedback
- Skills learned

TIPS FOR EXPLAINING ACADEMIC EXPERIENCE

- Consider the level of specialization of your audience
- Be prepared to explain why this research matters in concrete terms
- Think about transferable skills: were you writing grants? Planning timelines? Mentoring students? Tracking outcomes? Troubleshooting problems?
- Focus on your specific responsibilities and contributions, not necessarily the project overall.



SKILLS/COMPETENCIES



KEY COMPETENCIES

Scientific

- Analytical methods development
- Purification and characterization of samples
- Synthesization of novel materials
- Cell surface assays

Project Management

- Strategic project planning
- Management of project evolution and deliverables
- Contract negotiation
- Supervision of junior staff and students

Skills

Proficient with Word, Excel, Illustrator, Photoshop

Experience with social media applications, online analytics, and website creation and design

Experience with finding, synthesizing, and translating literature & research material, particularly in social science disciplines



TEACHING EXPERIENCE



Instructor

2015

History 3105: The Evolution of the German City in the 20th Century

Department of History, University of British Columbia

- Designed and taught an advanced-undergraduate level course to 45 students, using an interdisciplinary lens and readings from history, geography, and urban studies
- Supported student learning by designing instructional resources including a glossary of key theoretical terms, a guide to academic writing expectations, and grading rubrics.

OTHER SECTIONS YOU MIGHT INCLUDE

Distinctions (scholarships, awards, fellowships, grants)

- Prioritize (“Selected Awards”) and don’t allow this section to dominate page space

Memberships & Affiliations

- Typically relevant and active ones

Certifications & Additional Training

Volunteering / Community Engagement/Leadership

Activities & Interests

- Not all recruiters care about this section, but those who do, care A LOT
- Use this section as a conversation starter, personal touch, and sense of who you are as a well-rounded person



COMMUNITY EXPERIENCE

UBC Learning Exchange – Community Service Learning

Musqueam Nation, Salmon Revitalization Project

Mar - Apr 2017

- Identified and cleared two acres of invasive plants adjacent to the area of wild salmon spawning grounds
- Developed relationships with community members, elders and youth who participated with the project resulting in enhanced community relations between the Faculty of Forestry, the University and the Musqueam Nation

INTERESTS AND ACTIVITIES

- Hiking
- Vegetarian cooking
- Kayaking
- Visual arts (oils and pastels)



WHAT NOT TO INCLUDE IN A NORTH AMERICAN RESUME

- Date of birth, gender, marital status
- Photograph
- References or “References available upon request” (Unless otherwise instructed)



RESUME VS. COVER LETTER

Cover Letter

Resume

- Matches you to the job
- Chronicles a timeline of your experience that is relevant to the role
- Describes key accomplishments from each role
- Communicates your value proposition

Cover Letter

- Matches you to the job
- Previews what you might share in your interview
- Describes a story from your past experiences and connects the skills and lessons learned to the requirements of the role
- Communicates your value proposition
- Shows more of your personality (passions, dreams, values)

STRUCTURE

Header should be the same as on your resume

Christopher Robin

Vancouver, BC | christopherrobin@gmail.com | 604-555-1234 | www.mywebsite.com



Date

August 1, 2018

Greg Smith
Executive Director
DigiBC
3478 Green Street
Vancouver, BC
A1A 1A1

Name and mailing address of company

RE: Communications Assistant

Reference to the job and salutation

Dear Mr. Smith,

I am excited by the opportunity to be a part of a company focused on community engagement like DigiBC, working to support and accelerate British Columbia's digital media industry. After learning more about your company's business and mission at the TechVancouver Meetup in July, I am confident I would be an excellent addition to your team in the Communications Assistant position advertised on your company website.

STRUCTURE

Cover Letter

1st paragraph:

- Write a genuine, authentic, and tailored expression of interest
- Include title of position you're applying for
- Show knowledge of the specific project, partners, or goals
- Identify your key relevant knowledge/expertise
- What's your why?

EXAMPLE

Cover Letter

1st paragraph:

Dear Ms. Stuart:

I am writing to express my interest in the Sustainability Scholars program, and the Benchmarking the Impacts and Effectiveness of City of Vancouver Street Sweeping Operations project in particular.

I'm well equipped with the experience conducting research as a Graduate Student.

Benchmarking the Impacts and Effectiveness of City of Vancouver Street Sweeping Operations

This project focuses on improving our understanding of the health and environmental impacts of street sweeping operations by establishing a benchmarking of Vancouver's street sweeping operations. It consists of a literature review, a chemical analysis, including chemicals of concern and potential chemical concentrations, as well as a benchmarking study which gathers street sweeping operational and fleet data from various cities to compare with Vancouver's street sweeping operations.

STRUCTURE

Cover Letter

2nd/3rd paragraph:

- Describe your most recent/relevant experiences, highlighting how you've successfully developed and displayed the key competencies of the role in your past work
- Incorporate accomplishment statements [Verb + Task + RESULT]
- Anticipate possible interview questions to articulate soft skills

EXAMPLE

Cover Letter

2nd/3rd paragraph:

For the past five years, I have been simultaneously teaching, designing and producing rigorous research, and building my knowledge of key business skills such as project management, teamwork and presentation skills. I have produced two peer-reviewed articles that were published in top-tier sociology journals and both research projects involved conducting intensive quantitative research by designing forward-looking customer surveys and interviews.

As the Assistant Conference Director for the 2016 Canadian Sociology Conference in Vancouver, I was in charge of managing sponsorship relations and external delegates. I exhibited solid interpersonal and relationship-building skills by coordinating the vision and framework of the conference, identifying sponsorship opportunities and liaising with multiple stakeholders in the months before the event. I also handled all grant applications for the conference and collected substantial information and data before making sound judgement and recommendations to the Conference Director. In both roles I demonstrated my exceptional professional integrity by safeguarding highly sensitive and confidential information.

STRUCTURE

Cover Letter

4th paragraph

- Summarize what you know about the company or how you fit in with this organization
- Request an interview and thank them

EXAMPLE

Cover Letter

Closing paragraph:

Thank you for taking the time to review my application. This Sustainability Scholars project represents an ideal chance for me to use my data analysis and report writing skills in service of a truly important cause: identifying where conversations around equity, diversity, and inclusion are happening within the Faculty of Arts. I look forward to discussing this opportunity with you further.

QUESTIONS?



CONTACT INFO

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Twitter: dbarkle4

Career resources and events calendar at <https://students.ubc.ca/career/career-resources>

Graduate Student Drop In Career Advising: Friday mornings, from 10:00 to 12:00

Appointments can be booked at <https://ubc-csm.symplicity.com/index.php/pid190117?>
and then by logging in with UBC ID





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