



Creating a Winning Resume



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Resume Purposes

- To get an interview, not a job
- A manager's quick read of a job applicant's skills and qualifications
- An interviewer's guide for the interview
- An example of your communication skills
- It does **not** take the place of a job application



Resume Challenges

- Getting your resume to capture the attention of reviewers
 - It has to be “on target”
 - The initial reviewer may or may not be the hiring manager
 - Hiring managers are looking for a way to exclude resumes!
 - ~100:1 resume:job ratio
 - 30-45 seconds for the initial scan



Hitting the Job “Target”

- Carefully evaluate the job description and all of the requirements of a “successful candidate”
- Be honest in your assessment
 - Can you do this job?
 - Do you want to do this job?
 - Are you the best candidate?
 - Remember the level of competition
- Set your job expectations accordingly





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R&D - PhD, Ph.D. Polymer/Materials Scientist – RND00000728

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Description

Polymer and Materials Science in Long-Wearing Lip Colorants is the focus of this position in the Beauty Care Technology Division. The incumbent will exploit current materials or design new materials to help enable lip colorant technology that is long-wearing and has a pleasant feel. Interested applicants should be highly collaborative using both internal and external resources to enable new material development or existing material exploitation. As materials that offer advantages over current long wear technology are identified, it will be important to build a strong structure-property understanding. The ability to build a strong collaboration with internal and external partners also will be important.

This position requires a broad-based knowledge of chemistry, and some basic knowledge of the biology of human skin, particularly lip skin. The successful candidate will work in the areas of design and/or delivery of novel materials or combinations of materials to achieve consumer noticeable benefits. This may involve projects in areas such as the chemistry and physics of surfactants, polymers, particles, and their interactions, and methods design using a variety of physical and/or spectroscopic techniques. The candidate will collaborate extensively with colleagues in related disciplines, and build a network of internal and external experts to help in the accomplishment of project goals. Additionally, the incumbent will assist the Intellectual Property attorneys in obtaining patent coverage for all discoveries.

Qualifications

PhD in Polymer Science or Material Science required. A background in Polymer Science or Materials Science preferred; some post-doctoral experience in the area of polymer structure-property relationships or adhesive polymers is preferred.

Candidates must be a U.S. citizen or national, refugee, asylee or lawful permanent resident. NO AGENCY REFERRALS PLEASE.

The 4 Key Ingredients of a Successful Resume

#1 Readability

- Clear, concise (2-3 pages preferred) and accurate

#2 Presentation Style

- Simple and unadorned
- User-friendly for scanning purposes (i.e., “chunked”)



The 4 Key Ingredients of a Successful Resume

#3 Provides key information

- Education and work history
- Scientific skills/strengths
- Publications
 - Value hierarchy of “In press” vs. “accepted” vs. “submitted” vs. “in preparation”
- Presentations
- Awards
- References



The 4 Key Ingredients of a Successful Resume

#4 Results Oriented

- Factual, not subjective
 - “I perform my job with effortless efficiency, effectiveness, efficacy and expertise.”
- Focus on the outcome of your work rather than duties and responsibilities
 - **Yes:** “Designed and executed the total synthesis of 3 new heterocyclic amine compounds in less than 4 months, with results leading to 2 publications.”
 - **No:** “Studied the synthesis of new compounds.”
- Don't overstate capabilities and/or accomplishments



The 4 Key Ingredients of a Successful Resume

#4 Results Oriented, continued:

Use verbs that imply leadership

- Avoid

- Worked
- Studied
- Completed
- Experienced
- Learned
- Provided

- Use

- Created
- Envisioned
- Championed
- Invented
- Conceived
- Led



Should the Applicant State a Job Objective?

- Pro's:
 - Clarifies professional objectives
 - Who are you?
 - What do you do?
 - What can you bring to the organization?
 - Can be tailored to fit the position you are applying for
 - e.g., Management vs. research, narrow expertise vs. broad challenges



Should the Applicant State a Job Objective?

- Con's:
 - Often turns into an exercise in creative writing!
 - “To participate in and lead a group of talented people in an institutional/industrial set-up to reach new horizons through productivity and growth.”
 - “Every life has a meaning and a role to play. My objective is to be a catalyst - conditioned to promote a positive change.”



Should the Applicant State a Job Objective?

- Con's:
 - Can **close doors**, rather than open them
 - By sending the **wrong message**
 - e.g., Seeking management vs. research scientist position
 - By unnecessarily **narrowing your options**
 - e.g., Analytical chemist for drug discovery vs. other types of analytical chemist's positions



Recommendation

- Use a job objective **only** if it clearly and succinctly meets your career needs
 - This works most of the time
 - e.g., “A management and/or research engineer position with responsibility for a broad range of technical elements including manufacturing engineering and design, computational mechanics, large deformation/plasticity analysis, contact mechanics and failure/fracture analysis.”
- Be very aware of the risks of a poorly focused or written job objective



What Not To Include

- References to age, health, race, religion, sex, or national origin
- Reasons for leaving last job



What Not To Include

Salary history or requirements



The Value of a Cover Letter

- Cover letters offer a convenient means to tailor your resume and make it a good alternative to a job objective
 - Don't make it redundant to resume
 - Convince the reader you're right for the job
 - Make it personal and conversational
 - Hold the reader's interest



Remember!

- Your resume provides a first impression
- If it's not really good, it's also the last impression!



Conclusions

- A resume is not a curriculum vitae
 - 2-3 pages long, with 4th page for publications and presentations (as needed)
- Words “eat” paper space and reading time
 - Be critical and edit ruthlessly
- You need to catch the reader’s attention by demonstrating you’re an outstanding candidate



Conclusions

- Stress Action: Tell what you did, beginning each accomplishment with a power verb
- Stress Skills: Clear listing of skills/strengths
- Stress Results: Quantify the results of your action
 - Employers aren't just interested in what you did ... they also want to know the impact of your work
- Highlight leadership, awards, and accomplishments



Thank You

- Questions?

