

FMHS Post-doctoral Society

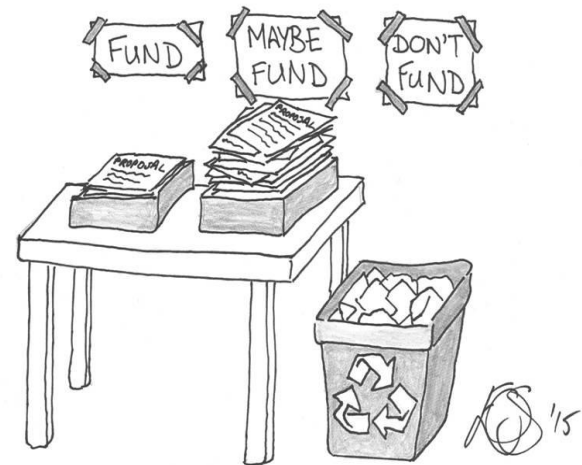
Crafting a stand-out CV



Professor Laura Bennet
HOD, Dept Physiology, FMHS

CV questions to ponder

- What is the purpose of an academic CV?
- Does one size fit all?
- Do people REALLY read these things?
- **Okay, they do read these things, but in how much detail?**
- **Do they fact check the CV?**
- Does it matter if it is not up to date?
- What kind of detail are they looking for?
- How much detail do they care about?
- Why are they looking?
- **Who are they?**



Review panel categories.

We will check – more than maybe you know



Pubmed

Dr Google

Scopus

Research gate

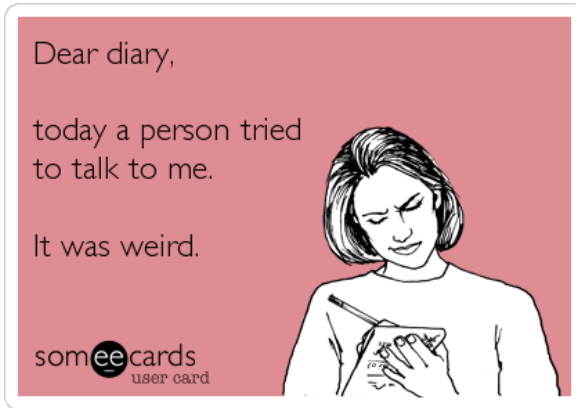
Social media

University data bases

Colleagues



Keep an offline master CV



- Word document - use Academic CV template or RS&T template with added sections for different activities
- Update regularly or you will forget
- This is your reservoir to use to populate grant/fellowship/job CVs as requested
- It is your historical archive – you won't remember the name of that summer student you had in 2018.....
- **DO NOT trust using just online CV managers**

Your CV is your character reference & skills reference



"An 'ability to smell fear' is a quality I've never seen listed on a resume before."

Content basics

We don't need to see...

- Personal details

Marital status, number of kids, religion, gender, sexual orientation, date of birth, age, name of your pets, pictures of pets, family, your car.....

- A photo of you, unless asked & no photos of your pets or family!
- Your school information including NCEA exam results
- Details of outside club or sporting activities
- Details about non-academic holiday jobs you have held
- Information about your driving licence
- Overblown descriptions of your team and leadership skills, dedication, interpersonal skills





John Francis Smith - Resume

Things to look at for an academic CV

Style

- Appropriate form and format, concisely laid out
- Consistency: Fonts, margins, paragraph spacing, *appropriate use of italics and bold and underlines*
- Numbering items for clarity
- Spell out abbreviations – not everyone knows what FMHS means or UOA
- Spelling and grammar

Content

- The right type of information
- Detail / depth of information
- Accuracy of information – no duplicates
- Truth (albeit polished!) – no hype, no overreach, no lies



Style

Langille, M.G.; Scott, J.J.; Zaneveld, J.; Caporaso, J.G.; Smith JFK.; McDonald, D. Budsberg KJ Moran, N.A. Predictive functional profiling of microbial communities using 16S rRNA marker gene sequences. *Br J Dermatol*, 2017, 88, 333-42

Martinson, V.G**.; Smith JFK,*** Danforth, B.N*.; Minckley, R.L.;; Moron, N.A***. A simple and distinctive microbiota associated with honeybees and bumble bees, and the role of bee glue in GI tract repair. *Journal of Immunology*, 2018, 49, 619–6.

Smith J, Moran, N.A, Scott, JJ, Budsberg KJ, Blunderbus KN, Holmes S, Crick, F, Read, H. Unique honeybee (*Apis mellifera*) hive component-based communities as detected by a hybrid of phospholipid fatty-acid and fatty-acid methylester analyses and application to deteriorating eczema . *PLoS ONE* (2020) 22, e0121697.

Why number citations?

Which is easier to read and quickly assess?

Smith JFK, Moran, NA, Scott, JJ, Budsberg KJ, Blunderbus KN, Holmes S, Crick, F, Read H. Unique honeybee (*Apis mellifera*) hive component-based communities as detected by a hybrid of phospholipid fatty-acid and fatty-acid methylester analyses and application to deteriorating eczema. PLoS ONE, 2020, 22, e0121697. doi: 0.5555/journal.pone.0229449.

Martinson VG, **Smith JFK**, Danforth BN, Minckley RL, Moran NA. A simple and distinctive microbiota associated with honeybees and bumble bees, and the role of bee glue in GI tract repair. J Immunol, 2018, 49, 619–6. doi: 0.4049/jimmunol.1401928.

Langille MG, Scott JJ, Zaneveld J, Caporaso, JG, **Smith JFK**, McDonald D, Budsberg KJ, Moran NA. Predictive functional profiling of microbial communities using 16S rRNA marker gene sequences. Br J Dermatol, 2017, 88, 333-42. doi: 10.1111/bjd.18946.

1. **Smith JFK**, Moran, NA, Scott, JJ, Budsberg KJ, Blunderbus KN, Holmes S, Crick, F, Read H. Unique honeybee (*Apis mellifera*) hive component-based communities as detected by a hybrid of phospholipid fatty-acid and fatty-acid methylester analyses and application to deteriorating eczema. PLoS ONE, 2020, 22, e0121697. doi: 0.5555/journal.pone.0229449.
2. Martinson VG, **Smith JFK**, Danforth BN, Minckley RL, Moran NA. A simple and distinctive microbiota associated with honeybees and bumble bees, and the role of bee glue in GI tract repair. J Immunol, 2018, 49, 619–6. doi: 0.4049/jimmunol.1401928.
3. Langille MG, Scott JJ, Zaneveld J, Caporaso, JG, **Smith JFK**, McDonald D, Budsberg KJ, Moran NA. Predictive functional profiling of microbial communities using 16S rRNA marker gene sequences. Br J Dermatol, 2017, 88, 333-42. doi: 10.1111/bjd.18946.

Dhillon SK, Lear CA, Galinsky R, Wassink G, Davidson JO, Juul S, Robertson NJ, Gunn AJ, **Bennet L**. The fetus at the tipping point: modifying the outcome of fetal asphyxia. *J Physiol*. 2018 Dec;596(23):5571-5592. Invited review.

Bennet L, Walker DW, Horne RSC. Waking up too early - the consequences of preterm birth on sleep development. *J Physiol*. 2018 Dec;596(23):5687-5708. Invited review.

Bennet L, Galinsky R, Draghi V, Lear CA, Davidson JO, Unsworth CP, Gunn AJ. Time and sex dependent effects of magnesium sulphate on post-asphyxial seizures in preterm fetal sheep. *J Physiol*. 2018 Dec;596(23):6079-6092.

Bennet L, Ikeda T, Llanos AJ, Nijhuis J, Gunn AJ. Challenges and controversies in perinatal physiology. *J Physiol*. 2018 Dec;596(23):5485-5489. Editorial.

Fowke TM, Galinsky R, Davidson JO, Wassink G, Karunasinghe RN, Prasad JD, **Bennet L**, Gunn AJ, Dean JM. Loss of interneurons and disruption of perineuronal nets in the cerebral cortex following hypoxia-ischaemia in near-term fetal sheep. *Sci Rep*. 2018 Dec 6;8(1):17686.

Lear CA, Westgate JA, Ugwumadu A, Nijhuis JG, Stone PR, Georgieva A, Ikeda T, Wassink G, **Bennet L**, Gunn AJ. Understanding Fetal Heart Rate Patterns That May Predict Antenatal and Intrapartum Neural Injury. *Semin Pediatr Neurol*. 2018 Dec;28:3-16.

Galinsky R, Dhillon SK, Lear CA, Yamaguchi K, Wassink G, Gunn AJ, **Bennet L**. Magnesium sulfate and sex differences in cardiovascular and neural adaptations during normoxia and asphyxia in preterm fetal sheep. *Am J Physiol*. 2018 Aug 1;315(2):R205-R217.

Yamaguchi K, Lear CA, Beacom MJ, Ikeda T, Gunn AJ, **Bennet L**. Evolving changes in fetal heart rate variability and brain injury after hypoxia-ischaemia in preterm fetal sheep. *J Physiol*. 2018 Dec;596(23):6093-6104.

Lear CA, Davidson JO, Mackay GR, Drury PP, Galinsky R, Quaedackers JS, Gunn AJ, **Bennet L**. Antenatal dexamethasone before asphyxia promotes cystic neural injury in preterm fetal sheep by inducing hyperglycemia. *J Cereb Blood Flow Metab*. 2018 Apr;38(4):706-718. doi: 10.1177/0271678X17703124.

Bennet L, Dhillon S, Lear CA, van den Heuvel L, King V, Dean JM, Wassink G, Davidson JO, Gunn AJ. Chronic inflammation and impaired development of the preterm brain. *J Reprod Immunol*. 2018 Feb;125:45-55.

Abbasi H, Drury PP, Lear CA, Gunn AJ, Davidson JO, **Bennet L**, Unsworth CP. EEG sharp waves are a biomarker of striatal neuronal survival after hypoxia-ischemia in preterm fetal sheep. *Sci Rep*. 2018 Nov 5;8(1):16312.

Davidson JO, Dean JM, Fraser M, Wassink G, Andelius TC, Dhillon SK, **Bennet L**, Gunn AJ. Perinatal brain injury: mechanisms and therapeutic approaches. *Front Biosci (Landmark Ed)*. 2018 Jun 1;23:2204-2226.

Wassink G, Davidson JO, Lear CA, Juul SE, Northington F, **Bennet L**, Gunn AJ. A working model for hypothermic neuroprotection. *J Physiol*. 2018 Dec;596(23):5641-5654.

Lear CA, Wassink G, Westgate JA, Nijhuis JG, Ugwumadu A, Galinsky R, **Bennet L**, Gunn AJ. The peripheral chemoreflex: indefatigable guardian of fetal physiological adaptation to labour. *J Physiol*. 2018 Dec;596(23):5611-5623.

Paragraph return gaps

Easier to read, but costs you space

1. **Smith JFK**, Moran, NA, Scott, JJ, Budsberg KJ, Blunderbus KN, Holmes S, Crick, F, Read H. Unique honeybee (*Apis mellifera*) hive component-based communities as detected by a hybrid of phospholipid fatty-acid and fatty-acid methylester analyses and application to deteriorating eczema. *PLoS ONE*, 2020, 22, e0121697. doi: 0.5555/journal.pone.0229449.
2. Martinson VG, **Smith JFK**, Danforth BN, Minckley RL, Moran NA. A simple and distinctive microbiota associated with honeybees and bumble bees, and the role of bee glue in GI tract repair. *J Immunol*, 2018, 49, 619–6. doi: 0.4049/jimmunol.1401928.
3. Langille MG, Scott JJ, Zaneveld J, Caporaso, JG, **Smith JFK**, McDonald D, Budsberg KJ, Moran NA. Predictive functional profiling of microbial communities using 16S rRNA marker gene sequences. *Br J Dermatol*, 2017, 88, 333-42. doi: 10.1111/bjd.18946.

Content

- What is the CV for? Grant, fellowship, job
- Do they have a requirement for form or pages or years they wish you to highlight?
- Break it down into 3 main pools of information

Research

Teaching

Service

Research

- Peer reviewed papers/reviews/editorials
 - ?submitted or in preparation?
- Book chapters, books or edited books or edited special journal editions
- Conference proceedings
 - Published (in a journal not an abstract book)
 - Peer reviewed/other
- Commentaries, perspectives, letters
- Invited talks
 - These are not the standard oral presentation at a conference
- Patents
- Grant funding
- Other dissemination
 - Technical reports, reports to clients/government, press

Research – papers, chapters, patents

- Start with most recent year - unless otherwise instructed
- **Bold your name**, and number citations (name consistency/ initials JFK, JF, J Smith?)
- **Papers:** all details, year, volume, pages, journal name, DOI, Epub dates
- **Chapters:** authors, chapter name, number, pages, book editors, book name, publishers, year, ISSN or ISBN numbers
- Patents: granted dates, country, patent number, if provisional state
- **IF or journal rank?** - probably not, as they change, add if requested, and if you do it for one, you should do it for all
- **Websites:** these date or get removed, so avoid using hyperlinks

Langille MG, Scott JJ, Zaneveld J, Caporaso, JG, **Smith JFK**, McDonald D, Budsberg KJ, Moran NA. Predictive functional profiling of microbial communities using 16S rRNA marker gene sequences. Br J Dermatol, 2017, 88, 333-42. **doi: 10.1111/bjd.18946. Epub 2016 Nov 7.**

Martinson VG, **Smith JFK**, Danforth BN, Moran NA. Honeybee and bumble propolis – applications for biomedicine. Chapter 5, pages 333-342. In: Biomedical applications of Mellifera. Editors: White EE, Back DC. Springer, New York, 2019, **ISBN 977-1-5555-2121-5.**

Conference proceedings



- 2019 AUPS, talk
- 2017, Bee2 Conference (Auckland), poster.

Standard conference proceeding in an abstract book

1. **Smith JFK**, Budsberg KJ, Scott JJ, Moran NA. Immunological responses to propolis in patients with severe eczema. Australian Physiological Society (AUPS) annual conference, 2nd-5th October, 2019. Sydney, Australia. *Prize winner of best student oral presentation.*

Published conference proceeding

NOTE: this is not a peer reviewed publication to be added to papers list

1. Martinson VG, **Smith JFK**, Danforth BN, Minckley RL, Moran NA. Distinctive microbiota associated with honeybees and bumble bees, and the role of bee glue in GI tract repair. **J Immunol, 2017, 46, Issue S2, 13**. Special issue, abstracts of the 42nd Annual International Bee-2 Immunology conference. 25-27th June, 2017. Auckland, New Zealand. doi: 0.5555/jimmunol.1124567

Grants

Universities like money

- They like you to get money, and more money, plus money
- They want to see your track record of getting money

Funding agencies

- Want to give money to people who have a previous track record of funding which produces outcomes
- They want to be confident you will do that.



- Top Scholar award, Northland Boys high School 2013
- Travel grant | Post-grad society 2017
- Travel grant | Post-grad society 2018
- Travel Award | Physiology Society of New Zealand 2017
- Travel Award | Physiology Society of New Zealand 2018
- Travel Award | Physiology Society of New Zealand 2019
- Travel Award | NZ Bee Society 2019
- Travel Award | NZ Bee Society 2018
- Travel Award | NZ Bee Society 2018



“Great. First our funding ran out, now the rat.”

Grants

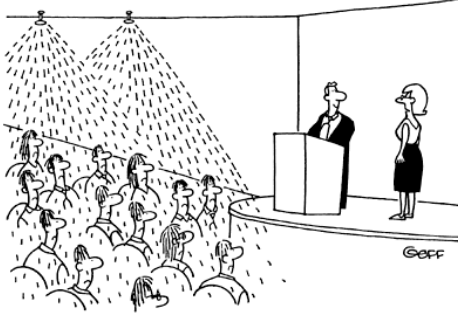
- Often a specific section of a grant separate to your CV
- If short list, can be on front page under awards, if long add to back
- Information required:
 - Years,
 - Funding agency,
 - Name of grant,
 - All investigator names in correct order with yours in bold and the PI in brackets,
 - Type of grant,
 - Value of grant award,
 - Funding agency grant number (not UOA assigned number)

2020-2023: Health Research Council of New Zealand. Circadian patterns of adult bee heart rate predicts honey immune qualities. **Doe, J (PI)**, Morte D. Project grant, \$1,999,999. Grant number 20/555

Grants

- Travel Award | Physiology Society of New Zealand 2019
- Travel Award | NZ Bee Society 2019

1. **2019:** Physiology Society of New Zealand (PSNZ). Student Travel Grant. **Smith JFK** (PI) to attend the PSNZ meeting at the New Zealand Medical Sciences Congress, NZ Science Week. Queenstown, New Zealand. 3-5th September, 2019. \$500
2. **2018:** Auckland Medical Research Foundation Outstanding Emerging Researcher prize travel award: for travel to an international conference. **Smith JFK** (PI). Used to attend the Australian Physiological Society annual meeting in Sydney, Australia. \$3000



"You're not allowed to use the sprinkler system to keep your audience awake."

Invited talks

They are invites to give research talks – conferences or faculty. Important element that reflects peer esteem or you and your research. Talks can be broken into:

Locality : International, national/local

Type: Keynote, Plenary, Symposium, Workshop, Faculty, Department, Industry/government, public, outreach/mentoring

Make sure you list all details

Your name to make it clear you gave the talk (other authors if related to an abstract), title of presentation, institution, dates (day/month/year), type of talk.

Relate to grant or prize, and list contributions from host (e.g. did they pay airfare, accommodation, registration all or part).



Things that John forgot

Invited talks

Local/national

1. **Smith JFK.** *Bee spit and wax – a surprising cure for skin and gut.* Department of Physiology, Otago University, 12th October, 2019. Invited department talk. Airfare and accommodation paid.
2. **Smith JFK:** *Propolis and GI microbiota.* Panel presentation, New horizons in biomedicine workshop, Medical Sciences Congress, Queenstown. Accommodation paid.
3. **Smith JFK.** *The positive impact of winning HealthEx.* The Faculty of Medical Health and Science, University of Auckland. 7th September 2019. Invited faculty talk about how I used my Auckland Medical Research Foundation Outstanding Emerging Researcher prize.
4. **Smith JFK.** *Bee glue- what is and why you will want it.* Department of Physiology, The University of Auckland, 9th May 2018. Invited department research talk.

International

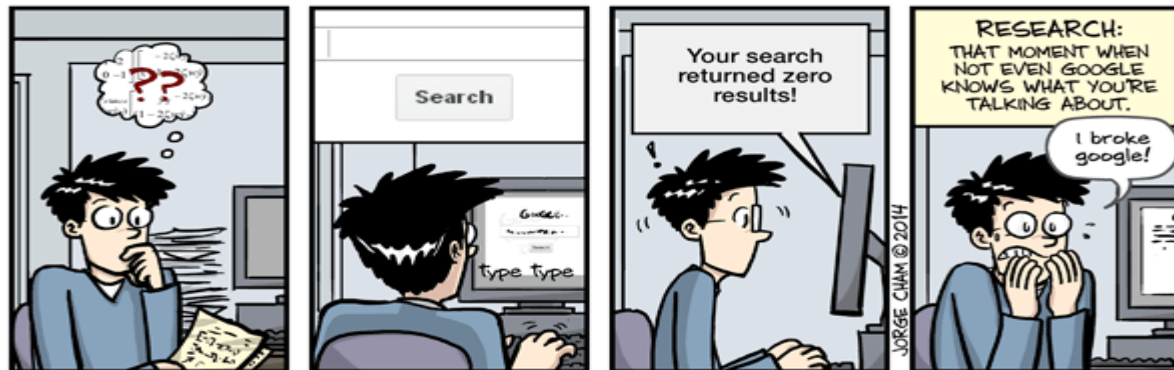
1. **Smith JFK.** Unique honeybee (*Apis mellifera*) hive component-based communities as detected by a hybrid of phospholipid fatty-acid and fatty-acid methylester analyses and application to deteriorating eczema. Department of Physiology, Sydney University, Sydney, Australia, 11th December, 2019. Invited international department research talk. Accommodation/meals paid.

Teaching

Research and curriculum

Training/mentoring the next generation, developing research groups, research led teaching

- Research supervision, mentoring, student prizes
- **Define by type:** PhD, Masters, Hons, summer students, research electives, and current vs conferred
- **Detail:** years, student name, title of student thesis/dissertation, all supervisors, define roles (primary, co-supervisor, advisors mentors Award type of applicable (first class), and link to scholarships and prizes





Things John forgot

PhDs

2020- Mary Lamb. Propolis for obstetrical use. Moran NA (primary supervisor), Scott JJ, Smith AJ (co-supervisors), **Smith JFK** (advisor). Departments of Physiology and Obstetrics and Gynaecology, The University of Auckland. Auckland Medical Research Foundation PhD Scholar.

Summer students

2018: Cyril Knowles. Propolis and toll-like. Moran NA (primary supervisor), Scott JJ (co-supervisor), mentor **Smith JFK**. University of Auckland Scholar. Wallath prize winner, Biomedical category. Faculty of Medical and Health Sciences summer studentship research prizes, University of Auckland.



Mentoring

Demonstrating collegiality and training

Things John forgot

Mentoring - research advisor

Staff of the Beeology and immunology group (PI Professor Moran)

2018 - Melody Buzzard. General technician. I trained Melody with gene sequencing, western blots, cytokine analysis.

2018 – Felix Cater. General Technician. I trained Melody with our bee colony maintenance, teaching him how to harvest honey.

I also taught him emergency first aid skills.



Curriculum teaching



Demonstrates that you understand, as a researcher, the other parts of the university's core business and the importance of research led teaching.

- Keep a record of courses you teach on as you go.
- Detail: years, course number and name, what you did, dept, institution
- Get written mentoring feedback, SET evaluations



Things John forgot

Undergraduate: Department of Physiology, University of Auckland
2017- Medsci 205: The Physiology of Human Organ Systems.
Laboratory demonstrator. (3 x 3 hour laboratories)

Post-graduate: Department of Physiology, University of Auckland
2019 - Medsci 755: Therapeutic development. Lecturer (1x3 hour lecture/tutorial)

Service – leadership

This is about what you do for the institution you work to make it work and for the promotion of your research discipline.

RS&T CV: Professional distinctions and memberships (including honours, prizes, scholarships, boards or governance roles, etc)



Prizes, scholarships, grants

Academic engagement/service and leadership

- Memberships: Research societies
- Memberships: Committees, boards, groups, other governance
- Conference panels, conference judge, conference organiser
- Chair of committees, grant panels, examine committees
- Roles in dept/FMHS open days
- Public outreach
- Facilitating research networks/collaborations (local, national or international)
- Journal reviewing, grant reviewing (**Publons**)
- Lab management, seminar series etc



2019 : student poster judge HealthEx

2019 : helped on BeeSkin meeting, Auckland

2018: poster judge BeeSkin meeting, Auckland

2019; talk, dept physiology, Sydney.

2018: talk, Dept physiology, Otago,

2018: talk, dept physiology

2018, faculty talk auckland

2019: volunteer Brain day

2018; volunteer Brain day

2019; Propolis panel, MEDSCI, Science week

2018: Journal reviewer Beeology

2018: Journal reviewer Beeology

2018; journal reviewer Beeology

2017 journal reviewer Beeology Int

2019: student postgrad representative board of studies

Prizes

2018: Prize: Auckland Medical Research Foundation Outstanding Emerging Researcher prize. HealthEx Post-graduate Student Conference. University of Auckland, Auckland, New Zealand, 15th September, 2018. This prize is given to the best student oral presentation in all categories (biomedical, clinical and public Health).

2016-19: PhD Scholarship award: Barbara Basham Doctoral Scholarship. Auckland Medical Research Foundation.

Academic engagement

2019 Invited: To be a panel member to debate hot topics in the field of Propolis is a compound produced by bees thought to fight infections, heal wounds. Bee Compounds in Health, Satellite meeting, Medical Sciences congress, Queenstown, 3rd-5th September, 2019.

2019 Invited: Judge for student poster prizes, HealthEx Post-graduate Student Conference. Faculty of Medical and Health Sciences, The University of Auckland, Auckland, New Zealand. September 19th, 2019.

2018- Elected: Post-graduate student representative, Faculty of Medical and Health Sciences Board of Research, The University of Auckland

Journal reviewing

2018-19 **Invited:** reviewer for the Journal of Beeology. Publons documented (www.publons.com)

Society Memberships

2018: Dermatology Society of Australia and New Zealand

2017: Physiological Society of New Zealand

2016: NZ Bee Society

Other things – sections, things to capture

RS&T CV: 1d. Present research/professional speciality

Have a brief one paragraph overview of your research area of interest. Don't load up with research speciality skills.

Research specialty skills list – for say a new post-doc hire but not usually on CV for grants or fellowships - put at back of CV in separate section.

Press items

2019: *Bees and our health, a surprising role for bee spit.* Radio New Zealand interview about my Phd thesis studies on *Propolis* in biomedicine. First broadcast April 2019. <https://www.rnz.co.nz/>

Other factors to consider

- International visitors/collaborations
- Public outreach
- Impact of research
- Commitments to the Treaty
- Favourable reviews of your research work
- Success of your students (prizes, post-doc placements, invites to talk)
- Orcid number, publons account

Your CV

Polished yes! But ...

Accurate, concisely detailed, effectively laid out, and targeted to the application

