

Course 1: The Strategic Postdoc

Module 2: Applying for and Choosing the Right Postdoc

Session 2: Applying for a Postdoc

Activity 2.1: Working on your curriculum vitae

1. Follow UCSF's [step-by-step guide on how to write your CV](#). These steps will help you draft a CV that is specifically tailored to the type of job you are applying for.
2. In addition to UCSF's step-by-step guide recommendations, when writing a CV, keep in mind the following:
 - a. Be concise and specific.
 - b. Gear the information towards the specific tasks or requirements of the job that you are applying for. For example, if you're applying for a postdoc, adding that you graduated with a GPA of 4.0 is not relevant.
 - c. Only provide information that showcases relevant skills or expertise for the job you are applying for. This might mean you don't need to include your undergraduate, postbac, or summer research experience and instead focus on your graduate research experience.
 - d. Whenever possible, add the most recent experience. For example, do not add non-relevant items from high school (e.g., member of the National Honor Society).
 - e. Use assertive language and [action verbs](#).
3. Before submitting it, seek feedback from your peers and your mentoring network. Send them a copy of the job description and tell them what aspects of your portfolio you are trying to emphasize through your CV (e.g., teaching experience, communication skills, etc.) Ask them the following questions to help them provide meaningful feedback:
 - a. Is my CV readable and concise?
 - b. What aspects of the CV stand out to you?
 - c. Is there any non-relevant information that should be excluded? Is there anything that I should trim or delete?
 - d. Is there any information missing? What would you have liked to know if you were the one reviewing this CV?