Dos and Don'ts of an Industry Job Resume

Description

Researchers often face challenges in choosing an appropriate career path towards the end of their Ph.D. Lack of jobs in academia, as well as a disinterest in pursuing an academic job, often leads researchers to look for research jobs in the private or non-profit sector. However, researchers with little or no experience outside academia often find it difficult to apply for an industrial research job. Here, we give a list of dos and don'ts that researchers need to keep in mind while preparing a resume for an industrial job. You can also access a detailed article on this topic here.

DOS AND DON'TS OF AN INDUSTRY JOB RESUME

DOS

Keep it Short
Do not use a resume longer than 2 pages. Give only information that is relevant.

Prioritize Experience Over Education
Highlight your work experience. Your recruiter is more interested in the experience that you possess.

Tailor Your Resume According to the Job
Add skills that are relevant to the job. Use the right keywords to make it through the initial screening.

Focus on Your Achievements
Highlight your achievements. Show your potential employer your capabilities.

DON'TS

Use an Unprofessional Email Address
Avoid an unprofessional email address. Use one which includes your name.

Include Personal Information
Avoid personal information such as religion, race, marital status, photograph etc.

Mention References Unless Asked
Avoid adding references, give them to the employer only if they ask for it.

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Category

1. Infographic

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eneditor