

If you are considering applying for a job in industry, you'll need a resume. This document, which tends to be shorter and more succinct than a Curriculum Vita (CV), is designed to introduce the value you will provide an employer, and entice them to invite you in for an interview.

Because of the nature of your CV, which is an exhaustive record of everything you have done in a professional context, it can serve as the basis of your industry resume. And while it may seem a bit daunting or confusing to convert your CV into a resume, the reality is there are only four simple shifts you need to take to achieve this. When you take these steps, you give yourself a huge competitive advantage.

All of these actions depend on one basic, underlying principle: industry cares about making money. This sector thrives on recruiting customers, and selling products and services that they will buy. When you seek to address that you understand this in your resume, you have a better chance of advancing in the job-landing process. And note that both human readers and AI bots, which are increasingly taking over the first round of resume reviews, respond positively to resumes that demonstrate this tenet.

## Here are my four simple shifts to convert your CV into a resume for the industry jobs you want:

### 1 Expand on Your Experiences

Spoiler Alert! You have way more experience than you probably are listing on your CV, and if you are going to get an interview, you need to tell the whole truth about your value. This starts with the crucial "Experience" section of the resume, where you list out roles you have had and explain the problems you solved.

Here is the first opportunity you get to really engage the potential employer. Most materials scientists only list their "science" roles under the Experience section. But I want you to think more broadly. What other Experiences have you had? Consider roles in which you solved problems beyond your Research Assistantship, Teaching Assistantship, and dissertation and thesis work. Did you serve on a committee? Did you have your leadership roles at your institution, volunteer positions in your community, or a non-science job while at university? All of these Experiences are valuable to add to your resume, because they show a fuller picture of your potential contributions to the employer.

Here's your Call to Action (CTA) to make this shift: go back through your CV and profile and make a list of every Experience you have had, including and especially the non-science ones.

### 2 Clarify Problems Solved

Once you have clarified your Experiences, now we need to populate the bullet points of accomplishments under each one. Too often, materials scientists list out their job responsibilities in this section, but this gives no indication to an employer what you actually did in that role. Instead of writing a description of what you were supposed to do in the job, share what you actually did – your achievements. But to make them super obvious to an employer, use the following formula: Problem-Solution-Quantified Result.

By converting your achievements into problems you solved, you cut through the clutter and make it very easy for the employer to understand what you will be able to do for them. Every job in industry is a problem-solving job, so by describing the actual problems you have solved you are showcasing that you know what moves industry and have the experience to add value. And since industrial employers care about numbers, when you quantify your results, it makes it easy for them to understand the context and significance of your problem-solving abilities.

Here's your CTA: take each of your roles and write what the main objective was. This is what I call a Macro Problem. Next, identify all of your accomplishments in that role. These are your Micro Problems- the problems you solved day-to-day that enabled you to solve the Macro. Apply the Problem-Solution-Quantified Result formula to each of these. Don't forget to include both scientific and business problems you solved.

### 3 Focus on skills honed and used

Skills are vitally important in a resume, and should be featured towards the top of the document on the first page. You need to let the employer know what abilities you have learned and honed that will enable your success in this role. But the mistake that so many materials scientists make when editing their CV into a resume is that they only list their scientific or technical skills. While these are crucial, they do not encompass the entirety of your value. Furthermore, you have acquired and used other skills in your work in STEM – namely, "hard" business skills, such as project management, training, and event planning, and "soft" skills, such as leadership, communication, and teambuilding.

When applying for an industry job, your resume should include all of these skills. By listing them out, you make it easy for the industry representative (be it human being or bot) to know that you understand their primary objective- that they are a business and you have both science and business abilities to advance their agenda.

Here's your CTA: Review your Experiences, including summer projects, short-term jobs, and internships, and think about what skills you needed to solve the problems in that role. Consider science, technical, hard business, and soft skills, as well as any cross-cultural and language abilities.

### 4 Use their language

My colleague Brian Malow, the Science Comedian, says that if you want to work in France, you need to speak French. This concept applies to industry as well. If you want to work in industry, you need to demonstrate you speak their language. Pepper your resume with the employer's verbiage, which you can glean from reading their website, social media, press releases, and annual report. This shift takes extra time to do, but it provides excellent Return on Investment (ROI) because it signals that you will be able to jump in immediately.

Here's your CTA: as you review the written materials and publications of the employer, take note of what words they use to describe projects, products, and problems. Aim to mirror this in your resume, and combined with the other shifts, you will be on your way to a career in industry!

Some of the concepts in this tip sheet draw from and have been featured in previous works by the author, including her speeches, articles, blogs, and book, *Networking for Nerds*.