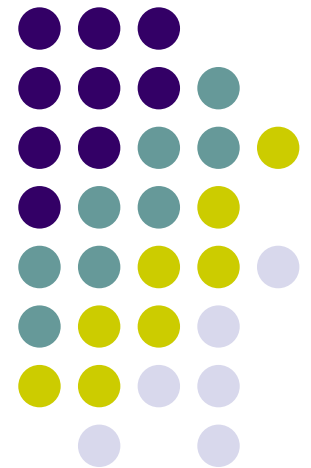
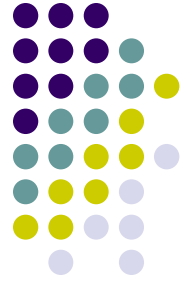


Job Hunting: Preparing your curriculum vitae/resume

Andy Axsom
Student Development Coordinator





Overview

- CV vs. Functional Resume
- Preparing your CV/Resume
 - Do's & Don'ts
- Preparing a Cover Letter
- Interviewing Skills
 - Behavioral Style Interviewing
 - How to Practice



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CV vs. Resume

Curriculum Vitae

- Used primarily in academia
- Discuss accomplishments in whole, more in list format
- Length varies based on publications/research/work

Functional Resume

- Used primarily in corporate world
- Highlights of qualifications
- 1-2 pages at maximum
- Content may be tailored to a specific position

- Meant for you to discuss unique skills and qualifications
- Provides details on your education and employment
- NEVER LET THE INK DRY!



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Format Counts

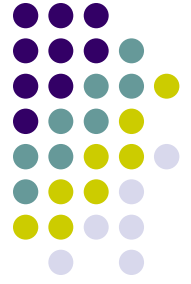
- Know if a CV or resume is required
- 10-12 pt. font - Times New Roman, Arial, Palatino Linotype
- Use bullets, indents, bold, italics with intent
- Consistency counts – Difference between 2005-2007 and 2005– 2007

- NEEDS TO GET YOU OUT OF THE PILE!



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Preparing a CV



- 1) Begin at the top (middle) of the page. Include your name, address, telephone number and preferred email address. Be sure to make your **Name** bigger and bold so your eye is drawn to it first.
 - 2) Your first heading is **Education**. Begin with UNTHSC and work backwards towards your undergrad degree. Be sure to include if you graduated with honors. Also include cities, states, and dates.
 - 3) **Honors and Awards** (if applicable). List honors and awards such as Dean's List, leadership awards, and scholarships. Make sure you create separate sections for grad and undergrad.
 - 4) **Publications and Presentations** (if applicable). List any publications and presentations. Some examples are publications which were peer reviewed, a master's thesis defense, or dissertation.
 - 5) **Research Participation** (if applicable). Describe your research without being overly technical. Make sure you include your supervising professor, the university, and all dates.
 - 6) **Professional Memberships**. List the organization and year of membership. If you served as an officer, include that by italicizing the title of the position, ex. *GSA President, 2005-2007*.
 - 7) **Licenses and Certifications**. Include all certifications (including the year completed), such as Advanced Cardiac Life Support, Basic Disaster Life Support, etc.
 - 8) **Volunteer Experience** or **Community Service**. This is where you will list all *non-paid* experience.
 - 9) **Employment Experience**. This includes all *paid* employment. Make sure you note your position and relevant dates.
 - 10) **Extracurricular Activities** or **Personal Interests**. Let the prospective employer know about your interests; include activities such as international travel, fishing, and sports, etc.
- If you speak any **Foreign Languages**, you'll want to create a separate section. Make sure you note "limited Spanish" or "fluent French" to let the reader know your skill level.



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Preparing a Resume

- Since the purpose is work, the focus is on experience (often the first category after name)
- Similar headings to a CV, but are adjusted to best highlight your accomplishments & skills
- Much more streamlined to only include relevant experience, skills (1 page is ideal, 2 at max)



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Topics to Include?

- Skills Summary
 - Objective
 - Conferences Attended
 - Computer Skills
 - Leadership Experience
-
- All can be included if appropriate



Do's & Don'ts

Do's

- Put your name & page # at the top of each page
- Begin phrases with action verbs
- Provide detail about your accomplishments (focus on results)
- Provide insight into your work ethic & how you will be as a colleague

Don'ts

- Give reasons why you left a job
- Include personal information (SSN, DOB, picture, etc.)
- Lie or exaggerate
- Begin phrases with I
- Use complete sentences
- Include references



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Submitting your CV/Resume

- Almost always done online either by uploading a document or filling out online
- Uploading – Don't title it CV, use .pdf to ensure proper formatting
- Online resume form (Asks questions and has text entry box) – Suggest having .txt version to copy and paste elements of your CV/resume
- Be mindful of character spacing, margins, white space
- If applicable, submit in hard copy on resume/bond paper



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Questions?

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