



# Resume & CV Writing for Graduate Students

Rick Hearin  
Executive Director

# What We Will Cover

- Basics of a Resume and CV
- Differences between the two documents and how each are utilized
- Topics pertaining to usages of these documents for opportunities in a variety of places
- Resources to help you develop your resume and CV

# CV's vs. Resumes

How much difference is there between the two?



Let's look at details on each

# CV vs. Resume

Some typical job market usages:

## **CV**

- Academic opportunities
- Research positions
- Longer length, 1-4 pages

## **Resume**

- Business / Industry
- Non-profit
- 1-2 pages

# Vita / Vitae /Curriculum Vitae /CV

- **Interchangeable Terms**
- **Origin from Latin:  
“course of life”**



*It is a written overview of a person's experience  
and other qualifications*

## Your CV

- Thorough list of ALL your academic achievements.
- Content can vary slightly from discipline to discipline and for targeted industries.
- Be sure to look at the CV's of others in your field or show your CV to your advisor

## Roles of the CV

- During the job search to obtain interviews
- During the job search to facilitate the interview
- During merit/tenure reviews
- Supplement to grant applications
- Supplement to submission of manuscripts
- Speaking engagements/conferences

# Resume



Expected to be a concise, self-advertising document that strategically focuses on a specific industry, company or position.



# Resume Formats

## Chronological

- Lists your work history, with the most recent position listed first
- Typical format for college students & recent alum
- Easy for employers to read & understand your work history

## Functional

- Focuses on your skills and experience
- Used most often by people who are changing careers or who have gaps in their employment history

## Combination

- Lists your skills and experience first, then lists employment history
- Highlights the skills you have that are relevant to the job you are applying for, and also provide the chronological work history that employers prefer

# Resume Components

- Contact Information
- Objective/Summary Statement
- Education
- Honors
- Coursework
- Projects
- Experience
- Skills
- Activities/Professional Associations



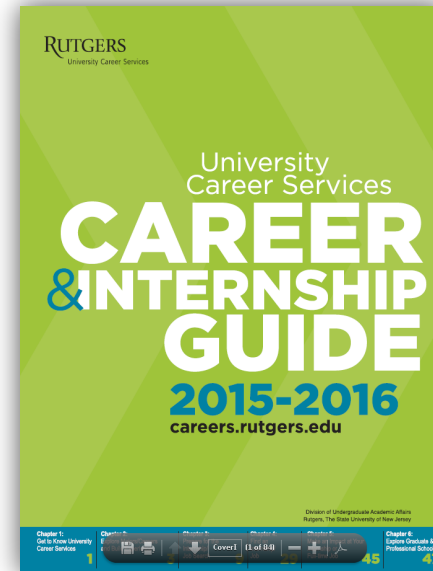
# CV Components

- Name and Contact Info
- Education
- Honors and Awards
- Experience
- Publications/Presentations
- Scholarly/Professional Memberships
- Research Interests
- Teaching Competencies

# CV & Resume Samples

## CS guide document samples:

- Resumes: p.16 – p.20
- CVs: p.22 – p.23



**REMINDER:** It's important to thoroughly research your target market/region for more appropriate details.

# What Not to Include

- Picture (headshot)
- Weight
- Height
- Age
- Gender
- Marital status
- \*Hobbies & interests
- Salary indications  
(unless requested)

All content should purposefully address why YOU should be selected for the professional opportunity at hand.

# Basic Preparation Steps

- Assess career goals and targets
- What's needed - Resume or CV?
- Analyze job target: teaching/research/administration
- Develop and prioritize categories
- Paragraph vs. bullets

# Special Categories

- Clinical rotations
- Grants
- Performances and Exhibits
- Conference and paper presentations
- Publications: Published, Works Submitted, Works Accepted

# Item Writing

- Use action verbs, avoid first-person pronoun
- Pay attention to tenses
- Quantify, show results when possible
- Avoid long paragraphs
- Avoid abbreviations
- Be careful with acronyms
- For multiple page documents – name and page numbers on all pages



# A Brief Note on Cover Letters

- **Para 1:** Who you are, why you are writing, who referred you, source of job announcement.
- **Para 2/3:** Review of primary sell points relating to the position
- **Closing:** “*Call to action*” requesting an interview to further discuss the position and your qualifications

# University Career Services

UCS's online resources & services for graduate students:

- Grad student-specific web site:

<http://careers.rutgers.edu/gradstudents>

- The UCS Career Guide is also online:

<http://careers.rutgers.edu/careerguide>

## Additional Helpful Websites

- <http://www.cvtips.com/>
- [www.postdocjobs.net](http://www.postdocjobs.net)
- [www.rileyguide.com](http://www.rileyguide.com)
- [http://www.quintcareers.com/curriculum vitae.html](http://www.quintcareers.com/curriculum_vitae.html)
- <http://chronicle.com/>
- <http://academic360.com>

# Workshops & Events

## Upcoming Grad & International Students Events

(Register via CareerKnight)

### **US Job Search for International Students**

October 5, 2015 - 6-8pm

### **Graduate Students: Academic Job Search**

October 21, 2015 - 12-1:30pm

### **Graduate Students: Interviewing Skills**

November 18, 2015 – 12-1:30pm

### **Full Events Calendar:**

<http://careers.rutgers.edu/events>

# Contact Us

- **University Career Services**
  - College Avenue Campus:  
848-932-7997  
106 Somerset St., 4<sup>th</sup> Fl.  
(above Barnes & Noble)
  - Busch Campus: 848.445.6127  
Busch Student Center
- Visit **careers.rutgers.edu** to learn more about our services such as:
  - Individual Appointments
  - CareerKnight: Job/Internship Database
  - Upcoming Events and Seminars
  - Schedule Interviews with Employers (internship and full-time)
  - Utilize Free Online Tools
  - And more!

## **ONLINE CAREER GUIDE:**

<http://careers.rutgers.edu/careerguide>

Thank You for Attending

