

# Converting Your CV to a Resume

## **Career Services**

3718 Locust Walk

McNeil Building, Suite 20

*For walk in hours or to schedule an appointment, call 215-898-7530*

# CV vs. RESUME

## CV

Used in academia and in research-oriented job searches, and in grant and fellowship applications

Is a complete record of your academic achievements and credentials

- The research you've done, where, with whom and with what results (e.g., publications/patents)

Is what you know and who you know

- Focused on research and teaching – the things you'd be doing as a faculty member
- Also, grant-writing, working with students, managing research budgets, honors and awards

A CV is of variable length

## RESUME

Used in business, non-profit, government, and other types of job searches

Skills-focused

There is no 1-size-fits-all resume; it should be targeted to a particular job in a particular field

A resume is generally 1-2 pages

# Before you start to transform a CV into a résumé

- Look at some job descriptions—even if you're not quite ready to apply.
  - The Chronicle of Higher Education and Insider Higher Education
  - InDeed
  - PennLink on the Career Services website
  - The Versatile PhD
  - Job boards in different fields
- With jobs that interest you
  - Think of the points of connection between the job and your background
- Talk to people doing the kind of work that interests you and find out what they look for in job candidates.
  - Alumni networks, LinkedIn
  - To some extent your success will depend on your ability to connect with people

# Jot down notes as to how your skills demonstrate experience

## Job description

Position in the field of corporate training (lists the following requirements (among others):

- Designs, implements and revises corporate training programs, policies and procedures.
- Researches innovative training techniques and suggests upgrades to existing training programs.

## Your notes

Graduate coordinator for Spanish 101

- designed syllabi and weekly assessments for 16-week semester.
- worked collaboratively with other instructors to set policies for classroom management.

Instructor for "Introduction to Spanish Culture"

- revised structure of the course, developed three new units
  - end-of-semester student assessments much stronger than previous semester.
- used Facebook and Google to support the development of an online platform for student discussions of the course.

General teaching skills

- comfortable answering questions on the spot during Q&A sessions.
- experienced teacher of diverse audiences, from adult learners to first-year college students

# Translate your notes into résumé LANGUAGE

## CV

**University of X**, Department of Spanish and Portuguese

**Instructor**, September 2013-present

Twentieth Century Basque literature

**Teaching Assistant**, September 2011-2013

Introduction to Spanish Culture

- Designed syllabi and revised curriculum

Intermediate Spanish

Introductory Portuguese

## Resume

**Instructor and Trainer**, Sept. 2013-present

Department of Spanish and Portuguese,  
University of X

- Designed course readings and projects for introductory Spanish and "Introduction to Spanish Culture."
- Revised curriculum for "Introduction to Spanish Culture," resulting in a 20% increase in students' ratings of the course.
- Facilitate groups ranging in size from 10 to 35 students, of all types from adult learners to first year college students.
- Make one-hour multimedia presentations
- Guide and evaluate participants in small-group presentations with measurable outcomes.
- Used social media to support the development of an online platform for student discussions of a course.

# Why Should you Translate?

Employers want to see that you

- Have developed specific skills
- Demonstrate a practical and entrepreneurial spirit
- Don't fit their possibly negative perceptions of an academic
  - Social skills
  - Team work
  - Leadership skills
  - Results-driven

**Your resume must counter possible misperceptions**

# What to include?

- Education
- Teaching experience
- Research experience
- Honors and awards
- Publications and presentations
- Membership in clubs and organizations
- Service to your department, school or association
- Paid employment and internships
- Volunteer work
- Computer and language skills
- Interests, travel

But not necessarily in those categories and not as entered on a CV

Think of the specific and transferrable skills you've gained through

- Work/employment
- Internships/fellowships
- Academic experience
  - Teaching gives you time management, leadership and communication skills

Write down everything that goes into the various parts of a resume. **You will pick and choose the most relevant bits for you tailored resume when you apply for a job**

# What about an Objective?

- Targeted statement clearly stating type of job you want
  - Not an unfocused statement such as:  
To get a challenging position utilizing my skills and experience with the opportunity for advancement.
- Good objectives are very specific, for example:
  - Seeking position in management consulting company requiring outstanding verbal, analytical and team-work skills.
  - Position as analytical chemist in semi-conductor development company, specializing in transmission electron microscopy.
  - To work with design and development of new computer systems with special interest in microprocessor application.
  - Position in public opinion polling or consumer product market research using skills in survey design and statistical analysis.



# A Summary (also called “Profile”)?

Tailor this section to the job to which you’re applying and help the employer focus on your strengths.

**Experienced scientist with expertise in microarray technology. Exceptional leadership abilities and outstanding oral and written communication skills. Able to work effectively as part of multidisciplinary teams**

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Two years of experience serving as liaison between community groups and government agencies. Familiarity with budget preparation and administration. Skill at public speaking and negotiating working relationships between public and private sector organizations.

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Professional writer and editor, with expertise in both web and print based publications. Experienced in both private sector and nonprofit environments; skilled at teaching, tutoring, and customer service. Excellent in solo and collaborative translation; fluent in Spanish and Catalan. Expert knowledge of Microsoft Office, WordPress and Mac OS X.

# Your Research

## CV

Contributed to and led multiple research programs on redesign and synthesis of antitumor anthraquinone pluraflavin A. Working toward completion of the total synthesis of ET-743 as well as additional analogs for biological evaluations and structure-activity relationships.

## RESUME

- Collaborate with several postdoctoral researchers and graduate students to ensure successful and timely project completion
- Manage and mentor 2 undergraduate researchers
- Designed lab protocol and revised approaches during research
- Published research on formal synthesis of ET-743 in 2 peer-reviewed scholarly journal articles
- Presented research at symposium with over 300 attendees

# Your Publications

## CV

- 2005 Evaluating excavator bias: A case study from the site of Pech de l'Azé IV. *Journal of Field Archaeology* 30(3):317-328 (2nd author with Dibble, Harold L. and Shannon P. McPherron).
- 2003 Subsistence strategies and burial rituals: Social practices in the Late Deccan Chalcolithic. *Asian Perspectives* 42(2): 247-266.
- 2002 Arbitrariness: a definite account. In G. Garding and M. Tsujimura eds., *The Proceedings of WCCFL 23*. Somerville, MA: Cascadilla Press, pp. 541-554.
- 2001 Centering in Russian. In E. Kaiser ed., *Penn Working Papers in Linguistics (Volume 7.2: Current Work in Linguistics)*. Philadelphia, PA, pp.96-108.

## RESUME

- Published 4 articles in refereed journals. Presented research to experts on human rights from around the world at 6 conferences
- Contributed to investigation of novel approaches to treat neurological diseases through 3 publications in scientific, peer-reviewed journals
- Effectively communicated research results across subject fields with publication in interdisciplinary conference proceedings suitable for broad audience

# Resume Language

## Action verbs

- Convey the functions you performed over the content of your research
- Avoid passive voice

Use keywords and industry-related terms

Quantify when possible and appropriate

## Length

- One page, possibly two

## Do not include

- Personal information including birth date, social security number and marital status
- Salary information

# Resources

## Look at other people's resumes

- Career Services website
- Website of other university career offices such as Harvard's Office of Career Services
- The Versatile PhD
  - At <http://www.vpul.upenn.edu/careerservices/library/>, click on "Online Subscriptions" and then on The Versatile PhD
- Sciencecareers.org
- rileyguide.com
- The Chronicle of Higher Education
- Career Services Website
  - Resume and CV samples:  
[www.vpul.upenn.edu/careerservices/writtenmaterials](http://www.vpul.upenn.edu/careerservices/writtenmaterials)
  - WetFeet insider guides, "**Killer cover letters & resumes**". Find WetFeet by clicking on "online subscriptions" link here: [www.vpul.upenn.edu/careerservices/library/](http://www.vpul.upenn.edu/careerservices/library/)

# Skills that All PhDs have

- Interpretation and analysis
- Abstract reasoning and problem solving
- Research
- Synthesis of ideas/concepts
- Communication (verbal/written)
- Self management, initiative and motivation
- A questioning mindset
- Ability to express complex information simply
  - Especially for those with teaching/mentoring experience

# Skills PhDs may be perceived to lack

- Multi-tasking
- Understanding the “real” world
- Dealing with money
- Communicating effectively with non-academics
- Responding to hierarchical leadership structures
- Showing leadership skills
- Teamwork
  
- Thinking hard about your work/academic and non-work experiences will often reveal that you have these skills
  - Self assessment of your skills is important

# Points to Remember

There is not one way or a right way to do a resume

- Success can depend on who reads it

Each resume should be tailored to the position to which you are applying

- If you cannot explain something in terms of the job you want, consider cutting it

Decrease the work the hiring manager has to do to increase your chance of being interviewed

- Highlight your key skills that are relevant to the position – cut out or reframe irrelevant details

Order of resume can vary

- Most relevant section comes first (after objective or summary), e.g., experience may come before education

Get feedback on the resume

- Check with a Career Services advisor
- Talk to someone in the field



# When you are ready to apply

Research the organization and the general requirements of that position

- Look at similar positions at related organizations
- Look on the company/organization's website
- Read news articles, blogs and industry publications about the company/organization and trends in the industry/field
- Become familiar with the "language" they use

Re-read the job posting and highlight the key skills the employer is seeking

# ADDITIONAL points

You can apply for every job that you see that you could do, or that might interest you...

- But sending out lots of applications often decreases the quality of those applications

Every job application should be unique!

- Tailored to showcase your skills, and how they fit the needs of the organization to which you are applying

You'll get better and better at it as you do it

Finding a job takes a long time, regardless of education and work history

- You may have to intern, volunteer or take a low-paying job but this will be a stepping stone to a job you want

# Article to read

Intro to Resumes for CV-Minded Academics

<https://www.insidehighered.com/blogs/gradhacker/intro-resumes-cv-minded-academics>

Resume Guide for Graduate Students

<http://www.vpul.upenn.edu/careerservices/gradstud/resumeguide.php>

Thinking About the Expanded Job Market, Chapter 23, The Academic Job Search Handbook.

## From “**From CV to Resume**”

<http://chronicle.com/article/From-CV-to-R-sum-/44712>

### Final Thoughts

- Looking at your multipage CV, it may seem impossible to reduce it to a one-page résumé. You may feel sad about "cutting" all of your scholarly accomplishments, or frustrated that you can't communicate all of your skills and achievements.
- It's important to remember, however, that the move from “the ivory tower” to "the real world" doesn't mean that those skills and achievements are for naught. You will use them all over the course of your career -- just not in the way you had originally planned. The important thing at this stage is not to let your past experiences actually get in the way of your future ones.

## Get Started!

Happening now: [Careers in Technology for Humanities and Social Science PhDs](#) panel discussion

### Featured Careers

- HSS**
  - Psychologist hired as Online Editor in Finance
  - English PhD hired by IBM
  - Art Historian becomes Linguistic Analyst at Google
- STEM**
  - Mathematician hired as Health Benefits Analyst
  - Analytical Chemist hired as Applications Specialist
  - Physicist becomes Educational Software & Content Developer



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**HIRING SUCCESS STORY**  
***Katie Malczyk, Ph.D. Germanic Languages & Literatures, 2013***  
***Hired in 2013 as Senior Associate, Executive Communications at Google***

***Included here (scroll down):***  
***Narrative, resume, job description, CV for comparison***

I decided about halfway through grad school that I didn't want to stay in academia. Ironically, this decision came during what was easily the best year of my graduate school career. I was really enjoying my courses and feeling great about early plans for my dissertation. But when it came down to it, I didn't actually want to learn Middle High German well enough to be able to teach it. I couldn't see myself being happy as a professor (even if there had been any jobs available). I had just enough enthusiasm for a dissertation, and I really wanted to finish the degree.

So I powered through and finished within the timeframe I'd originally set for myself: six years after entering my program. I started looking for jobs as soon as I defended in April 2013. I'd thought I was interested in a career related to education, but after doing an informational interview with an education researcher, I realized that, without a quantitative background, it wasn't going to be a good fit. I refocused my efforts on looking for jobs involving writing, starting with straight-up communications positions and, because there weren't a lot, soon branching out to include marketing as well. I enjoy the challenge of writing and editing, and had been told by advisors and colleagues that I was a strong writer, so it made sense to go with an ability I knew I had, and that I liked using. To bolster my skills and show potential employers that I wasn't just sitting around, I began volunteering for the community orchestra I played in, taking over their communications and marketing. It was an invaluable way to strengthen my skills, learn new ones, and provide real examples for my resume and interviews. As it turned out, it was also a great way to build relationships with people who were more than happy to serve as references for me. And, because I listed it under "Experience" on my resume, it helped me avoid the appearance of being unemployed. I'd eventually explain, when asked, that I was "working pro bono" (which implies more professional cred than "volunteer"), but until that point, which wouldn't happen until an interview, at least my resume wouldn't get tossed out just because I appeared jobless.

I'd been fairly sure that it would be easy to find a job after graduation. I knew that the Ph.D. might not translate directly, but I was confident that I would meet anyone's minimum

**Overview**

- Strong writer with an exceptional attention to detail and a high degree of initiative.
- Creative and curious problem-solver with an enthusiasm for experimentation.
- Highly organized and focused: comfortable with competing deadlines and last-minute requests.

**Experience**

COMMUNITY ORCHESTRA, City, ST 2012-present

**Communications Manager/Editor**

- Built communications strategy from the ground up: independently launched internal communications campaign, revamped website design and content, and coordinated social media platforms.
- Work across teams to develop communications that inform and motivate musicians and strengthen the organization's culture.
- Advise on executive communications.
- Write and distribute press releases, build media lists and manage media inquiries.

UNIVERSITY OF PENNSYLVANIA, Philadelphia, PA 2007-13

**Writer/Researcher/Instructor**

- Independently managed many different projects simultaneously, including a doctoral dissertation, while meeting competing deadlines.
- Collaborated with colleagues across departments to plan and execute regular meetings and special events: managed internal communications, created a website and coordinated media coverage.
- Researched many topics to develop compelling content for a variety of audiences.
- Independently developed and delivered daily presentations to groups of 5 to 50 people.
- Made innovative use of social media and designed interactive websites to enhance student engagement and achievement.

PUBLISHER, City, ST 2012-13

**Translator**

- Translated a novel and related marketing copy from German to English.
- Collaborated with staff to develop a consistent marketing strategy.

TECH STARTUP, City, ST 2012

**Operations Assistant**

- Took the initiative to increase efficiency on a large-scale mailing project by introducing web-based productivity tools.
- Created content and designed layout for internal website.
- Wrote internal email communications.

**Education**