

CV/Resumé Workshop

January 29th, 2016

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Officer

Schedule for the Day

- Professional Resumés
- Academic CVs
- LinkedIn
- One on One and Group Resume/CV Consultation

UW Resources

- UW Career Services:

<http://www.uwinnipeg.ca/index/career-services>

- CN Indigenous Resource Centre

<http://www.uwinnipeg.ca/index/mdp-cn-indigenous-resource-centre>

CV? Résumé?

What's the Difference?

- Both résumés and CV's are marketing tools designed to get an interview with a potential employer (or in some cases with a CV, admission into a post-secondary program).
- A résumé is shorter – typically 1-2 pages
- Résumés are designed to briefly show the employer your past work accomplishments when applying for employment.
- CVs are normally used when applying for academic, scientific, and research positions; for entrance into post graduate programs; and for funding for research grants and proposals
- CV readers will want to know comprehensive details about the candidate's education, research and employment experiences and covers a wide range of consulting assignments
- Both CVs and résumés should be tailored to the position for which you are applying.

The Professional Resumé

What does a Resumé include?

- Includes information about your career goals, education, work experience, activities, honors, and any special skill you might have
- A document that compiles your knowledge, experience, accomplishments and abilities (in brief)
- Each time you apply for a job, it is important that you assess the information on your resume to ensure it is appropriate

Resumé Content/Categories

- Identifying Information
- Highlight or Summary of Qualifications
- Employment History/Work Experience
- Professional Development
- Personal Skills Statements
- Education
- Volunteer Experience/Community Involvement
- Awards and Honours
- Memberships
- Interests and Hobbies
- References

What shouldn't a Resumé Include?

- Clichés and buzzwords
- Nicknames
- Age
- Gender
- Religion
- Political Affiliation
- Citizenship
- Salary
- Marital Status
- Family Status
- Health Information
- SIN Number
- Picture
- Race

Types of Resumés

- **Chronological (focuses more on work history)**
 - Work experience is arranged in order (most recent first) by dates of the jobs
 - Places emphasis on job titles and history
 - Emphasizes a steady employment record
- **Functional (focuses more on skills)**
 - Work experience is described by emphasizing skills
 - Provides descriptive details that are grouped under relevant headings of expertise
 - Focuses on selected areas of accomplishments and experiences
 - Immediately highlights strengths even if a steady job has not been held
- **Combination of both**
 - features a skills section (or sections) with the rest of your experience in reverse chronological order

Highlight or Summary of Qualifications

- Synopsis of your qualifications, knowledge, education, experience, skills, and personal characteristics
- Should highlight information relevant to your job goal
- Information featured might change depending on the position
- Acts as a personal advertisement and shows an employer your value – must be strong!
- Presented in 4-6 bullet points

Summary of Qualifications Cont'd

- **Example for a position in the Education field:**
- *Bachelor of Education with more than five years experience as a teacher*
- *Proven proficiency in student assessment and personal program planning*
- *Extensive knowledge of physical, intellectual and learning disabilities, as well as childhood development*
- *Strong communication and interpersonal skills with experience working with individuals from diverse backgrounds*
- *Excellent classroom management techniques, conflict resolution, and ability to motivate students*

Summary of Qualifications Cont'd

- **Example for a position in the Development Field:**
- *3 years experience as Program Coordinator*
- *Master's in Development Practice with a focus on Indigenous Development from University of Winnipeg*
- *Proficient in computer applications including MS Office*
- *Supervised staff of five (5)*
- *Established daily priorities in order to meet deadlines*
- *Built strong working relationships with customers and co-workers, classmates, professors, etc.*

Work Experience

- You do not need to list every job you have held, covering the last 10 years of your experience should be sufficient
- A **Relevant Experience** section can be created to focus on past experiences that need to be highlighted
- Job descriptions may be listed under each position depending on resume style used
- Position descriptions and accomplishments should be in bullet form and begin with action verbs

Volunteer Experience

- Listing volunteer experience can reinforce the skills you have expressed in your work history or showcase additional skills that can help you to stand out
- Including volunteer experience gives an employer insight into your personality and shows that you support your community
- Information to include: title, place of volunteer activity, position description if applicable

Education

- You may choose to list all of your educational experiences or just some
- Information to include:
 - Degree, Diploma or Certification title
 - Name of school or institution
 - Year completed or to be completed
 - Optional: relevant courses, presentations, projects, publications, research, awards

Professional Development

- Consider opportunities available such as: Post-Graduate Professional Skills Certificate, Higher Education Teaching Certificate
- List all training and workshops completed
- If new to the field, list every course taken related to job objective even if incomplete
- If you belong to a professional organization related to your job objective, add another heading called “Professional Affiliations” and place it below Professional Development

Transferable Skills

- What are they?

Everything you learn and every skill you have is part of your personal tool kit. You carry these "tools" with you as you move through school and into the job market. When you develop a skill or gain experience in one place and put what you've learned to use someplace else, you're using transferable skills.

- Examples:

- *Strong **customer services skills** developed through extensive experience in retail sales and food service industries*
- *Excellent **teamwork skills** gained through experience working collaboratively in employment settings and group assignments in university courses*
- *Confident and articulate **public speaker** as a result of years of participation in Toastmaster programs*

Language and Formatting

- Be concise: Use point form, rather than sentences/paragraphs
- Avoid using abbreviations or slang
- Use **action verbs** (assisted, presented, guided)
- Use a variety of wording to showcase language skills
- Highlight important information using bold, italics, underline, but don't overdo it
- Follow a well-organized, logical and consistent format
- Be free of spelling and formatting errors
- Be printed on high quality paper
- Feature name and Page # on 2nd page
- Have enough white space, but not too much

General Tips

- Consider making your social media accounts private while engaging in a job search
- Use a simple file name and including your name; deanna_england_resume_2013
- Practice printing resume before sending it electronically
- Have a friend proofread
- Use a professional sounding email address

Cover Letter

- A job search tool that introduces you and your resume to the employer
- Less than one page in length
- Look at the job description as your guide
- Summarize how you fit all key skills and qualifications first
- Confirm any specific requirements like availability, security clearance, work authorizations, etc

Cover Letter Cont'd

- Dear sir, madam if you don't know hiring manager
- Include position applying for
- In 1st paragraph – include hooks, mention how you heard about the position, state the position you are applying for and why you are the right person for the job
- 2nd paragraph – show your education, experience, example of tasks and skills, how they fit, geographical, cultural. Show how past experiences will contribute to the job and organization
- 3rd paragraph – confirming availability, commit to duration to project, request an interview and thank the reader for their time
- Closing line – Sincerely is most common
- Add contact info

References

- In general, do not include names and addresses of references on resume
- Choose professional references over character references – aim for 3 names.
- Always ask permission before you include any information on your reference sheet
- On the reference sheet include:
 - Name and title of reference
 - Phone number and email address of reference
 - Company or how you are affiliated with them

Curriculum Vitae

Curriculum Vitae: What is it?

- An academic version of a resume that provides a professional archive of all your experiences related to your academic career
- The CV is more conservative than a typical resumé—almost never listing an objective and seldom having a long narrative profile. The CV’s emphasis is on content, favouring a plain look without fancy bullets or borders. Unlike the resumé, the CV can consist of several pages; however, it should be very neatly organized, with clear headings and distinct conceptual divisions so that information can be easily extracted.
- As most candidates using the CV format will have an educational background directly related to the positions they are seeking, the education section is generally featured first, directly under your contact information.

What Should a CV Include?

Typical Sections:

- Contact information
- Education, which may include GPA and languages
- Thesis/Major Project information
- Research Interests
- Work experience: TA, RA, marking, lab demo etc.
- Conference presentations and attendance
- Scholarships, Grants and Awards
- Publications
- Committees and memberships
- Specific skills (e.g. SPSS, technical writing)
- Guest lectures

CV Building Opportunities

- Conference presentations: e.g. 3MT Competition, Graduate Students Research Colloquium
- Research, Teaching and Marking Assistantships
- Training such as PACE programs including: HETC, PGPSC
- Symposium Participation: moderator, discussant, committee member, attendee
- Submit papers for publication: Grad Journals, magazines, newsletters, peer-reviewed, open access, conference proceedings
- Committee membership: Graduate Studies Committee, UWSA, scholarship committees
- Scholarships, Awards, bursaries – smaller opportunities publicized via social media, GSO, Awards Office, scholarships.com
- Campus Governance: Grad Student Co-Directors, member of UWSA Board, Canadian Federation of Students

Arts vs Sciences: Disciplinarity

- Papers: Science is very collaborative, you will see single-authored papers more frequently in Arts.
- Science: reports & articles vs Arts: books & chapters
- Science: more empirical research focus vs Arts: more teaching opportunities
- Science: software and laboratory technical skills
- Arts: often includes multiple language proficiencies

Tips to Remember

- Have someone look over your CV:
Advisor/supervisor and peers for clarity
- Tailor the CV to the position you are applying to
- Format and styles vary by disciplines, be sure to confirm how yours should be structured.
- Check for typos!

Job Search Resources Examples

- Newspaper
- Kijiji
- Specific company websites
- Sign up for alerts
- Indeed.ca
- Monster.ca and other career sites
- Follow companies on social media
- Networking events
- LinkedIn


LinkedIn – Social Media for Jobs & Professional Networking

- Reminder: employers can find your internet presence! Make LinkedIn spectacular, and facebook private!
- LinkedIn: the world's largest professional network with more than 400 million members in 200 countries and territories around the globe.
- Mission: To connect the world's professionals to make them more productive and successful. When you join LinkedIn, you get access to people, jobs, news, updates, and insights that help you be great at what you do.

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Current: The University of Winnipeg, UNIVERSITY OF VENUS
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 Education: The University of Winnipeg, Professional Applied and Continuing Education

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<https://ca.linkedin.com/in/englanddeanna> [Contact info](#)

Profile Strength

All-Star



Ads You May Be Interested In

- Curriculum Mapping Guide**
5 Essential Steps to Mapping Your Education Program Curriculum
- MA in Marketing - San Fran**
One-Year, Intensive MA of International Marketing. Apply by Jan 31st.
- SharePoint Governance**
Learn best practices & strategies for enforcing governance policies.

Add a section to your profile – be discovered for your next career step.

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This can help you find a new job, get a promotion, or transfer overseas.

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Show the recognition you've earned.

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Who's Viewed Your Profile

9 Your profile has been viewed by 9 people in the past 30 days

-14 Your rank for profile views moved down by 14% in the past 15 days.

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Summary

I am committed to life-long learning and am highly adaptable to new ideas, management structures and expectations. I have developed multiple professional roles from inception and thrive in an

Notify your network?
No, do not publish an update to my

DISCOVER · ACHIEVE · BELONG

Professional Summary

- Eric Pye: LinkedIn guru's summary

“Not everyone knows what they want to do with their career, or how to land themselves in their desired job or organization. My mission is to help clients make informed career choices, and network and market themselves into fulfilling employment.

- With a local and international career in coaching, recruitment, inter-cultural training and language teaching, along with education in Career Development, HR and Psychology, I help clients from varied backgrounds with job search, networking, resumes, interviews and career planning.
- If you're a designated Accountant in Alberta, or student in one of the professional programs, please reach out to me. I'd love to help you reach your employment and career goals!”

New Graduates

- Do not say “searching;” “in transition;” “looking for new opportunities.”
- Focus on the positive:
 - “Emerging Scholar”
 - “Experienced Researcher; writer; presenter”
 - “Recent Graduate with specialties in...”
- Use keywords from the industry

Skills and Recommendations

- List at least 30 skills – these are the keywords that will highlight your profile.
- Ask for recommendations from connections both on and off LinkedIn.
- Connecting:
Always include a brief note, not just the generic LinkedIn message.

Making Connections

Hi Adam, I saw on LinkedIn that you know Jeff Pearson at United Way. I'm wondering if you would introduce me. I'd like to learn a bit about United Way and their operations. If you can make an introduction, please let Jeff know that I'll only need about 15-20 minutes of his time. I'm happy to meet anywhere convenient for him, and coffee's on me. Looking forward to hearing back from you. Regards, Eric

Send note to connection and wait for response. Be willing to meet

Questions? Contacts

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