Resume and CV Writing

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Experience-Based Learning and Career Education

How will I use a Resume/CV in applying to grad school?

Uses

- Participating in **informational interviews** with current graduate students

- Requesting **letters of recommendation**

- Completing the graduate school **application**

- Applying for **graduate assistantships, fellowships**, etc.

How is a CV different from a resume?

Resume

- In the US, resumes are used for **non-academic jobs.**
- Typically **1-2 page** summary of education, experience, and skills.

Curriculum Vitae (CV or vita)

- In the US, CV's are used for **academic positions and non-academic positions in science, higher education, research, and health care**.
- International employers, specifically in the UK, Ireland, and New Zealand, prefer CVs for all types of positions.
- **Typically at least 2 pages long** and may be several pages providing a longer synopsis of one's educational and academic background, teaching and research experience, publications, awards, presentations, honors, and additional details.

UNIVERSITY OF
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Important Note

There is not really one "right" way to do a resume or CV.
However, there are some things that can make your document look more professional.

It is okay if your resume or CV looks different than someone else's.
There are a number of potential explanations for variations including:
- Background/Experiences
- Industry/Field

Check with our office, or your faculty, for resume/CV-specifics based on your industry/field.
For example, some programs, such as teaching, nursing, dietetics, etc. include licensures and certifications.

What information should I include?

Possible Sections/Topics:

Name and Contact Information

Education

Teaching and Research Interests

Teaching Experience

Research Experience

Work Experience

Volunteer Experience

Extracurricular Activities

Honors and Awards

Publications and Presentations

Skills

References

General Formatting Set-Up

Font: Arial, Calibri, Tahoma, Times New Roman (same font throughout)

Font size: 10-11 size font

Margins: .5-1 inch all sides

Page Numbers: Include if document goes beyond one page.

Consistency: Bullet points, dates (ex. 2/18, Feb. 2018, February 2018)

Do not use templates, tables, text boxes, graphics: May be difficult to reformat if changes are needed and content may appear distorted

My Recommendations:

Times New Roman, size 10.5 (body), size 14 (name)

Bold and all caps for **HEADINGS**

Bold for **Name of degree/Position title**

Italics for *Name of organization, city, and state*

Name and Contact Information

- Center name at top of page in bold, all caps, and approximately 2 font sizes larger than the rest of the text.

- E-mail address may be from UC or elsewhere.

- May include both current and permanent address, if desired.

LUCY BEARCAT

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(513) 556-7890 | lucy.bearcat@uc.edu

Education

- List degrees in reverse chronological order, with the most recent first.
- Bachelor of Arts (Note: Arts is plural)
- Bachelor or Science (Note: Science is singular)
- Confirm official name of degree program: https://webapps2.uc.edu/ecurriculum/DegreePrograms/Home/

EDUCATION

Bachelor of Arts, Sociology   Expected April 2018

University of Cincinnati, Cincinnati, OH

- GPA: (if above a 3.0)
- Thesis: "Thesis Title" (optional)
- Study Abroad: (optional)
- Awards & Honors: (optional)

Experience

Choose what experience sections best characterize the opportunities you have pursued.
Teaching experience, research experience, work experience, etc.

Create content to describe teaching, research, and work experiences.
- Use of descriptive **bullet points** most common for students transitioning from undergrad to graduate school.
  - Start with a verb
  - Be descriptive. Don't assume reader already knows what you do.
  - Past tense (-ed) for previous positions and present tense for current opportunities.
- **Short phrases** is more common among professionals with several years of experience.
  Example: Planned course activities. Graded all assignments. Held regular conferences with students.

Teaching Experience

- List most recent experiences first
- Aim for 2-4 bullet points that outline experience and accomplishments.

TEACHING EXPERIENCE

Teaching Assistant   August 2017-December 2017
Department of Psychology, University of Cincinnati, Cincinnati, OH
- Instructed class for three sessions.
- Graded term papers and presentations for 25 undergraduate students.

Peer Leader   August 2016 - April 2017
First Year Experience and Learning Communities, University of Cincinnati
- Taught class of 18 undergraduate psychology students twice a week.
- Developed and submitted lesson plans for review each week.
- Provided individual and small group mentoring.
- Recognized as Peer Leader of the month in October.

Research Experience

- List most recent first
- Include the lab and director/principle investigator
- Mention if you helped gain grant funds and if so, how much funding.

RESEARCH EXPERIENCE

Undergraduate Research Assistant   August 2015-Present

Center for ADHD, Cincinnati Children's Hospital, Cincinnati, OH
Dr. Jeffery Epstein

- Collaborate with researchers and peers on five research studies.
- Conduct screening interviews to determine participant eligibility
- Randomize research participants as an unblinded coordinator for the ADHD iPad App Study. Monitored participants' compliance.
- Administer and score IQ, cognitive, and academic achievement tests of research participants in four studies.

Work Experience

- Reverse chronological order with most recent first

- Decide whether you will only include positions related to academic endeavors or all experiences.

- Discuss transferrable skills you developed in previous roles (ex. oral/written communication, teamwork/collaboration, leadership, professionalism)
Resource: www.naceweb.org/career-readiness/competencies/career-readiness-defined/)

WORK EXPERIENCE

Server   May 2016-August 2017
ABC Restaurant, Cincinnati, OH

- Developed leadership skills by training and mentoring 12 new employees on company polices and procedures.

- Enhanced teamwork skills by collaborating with servers, hostess, and managers in a fast-paced environment.

Volunteer Experience

- Reverse chronological order with most recent first
- List long-term and relevant experiences. Ask yourself what is most relevant.
- Consider including bullet points to outline special accomplishments.

VOLUNTEER EXPERIENCE

Mentor   August 2016-Present
Bearcat Buddies, University of Cincinnati, Cincinnati, OH

Volunteer   August 2015-May 2016
Ronald McDonald House, Cincinnati, OH

Extracurricular Activities

- Reverse chronological order with most recent first
- List long-term and relevant experiences. Ask yourself what is most relevant.
- Consider including bullet points to outline special accomplishments.

EXTRACURRICULAR ACTIVITIES
> **Secretary**   2017
> **Member**   2015-2017
> *Name of Organization, University of Cincinnati, Cincinnati, OH*
> - Secured $1,000 grant from the University to host a world-renowned guest speaker
>
> **Member**   2014-2016
> *Name of Organization, University of Cincinnati, Cincinnati, OH*

Honors and Awards

- Reverse chronological order with most recent first
- Include academic and/or professional honors and awards, including scholarships, from undergrad.
- Do not list information from high school.
- Do not include award descriptions.
- Consider the length of this section. Ask yourself what is most relevant.

HONORS & AWARDS
Cincinnatus Scholarship	2014-2018
Alpha Chi National Honor Society	2016
Dean's List	2014-2016

University of Cincinnati, Cincinnati, OH

Publications and Presentations

- Reverse chronological order with most recent first
- List as a citation (Tool: http://my.noodletools.com/noodlebib/express.php)
- Always bold your name in authorship
- May include submitted and/or pending publications and/or presentations
- Presentations may be small or large, but should be relevant enough to talk about

PUBLICATIONS & PRESENTATIONS
Kessler, A. G., **Roshong, K**., O'Bryan, E. M., Kraemer, K. M., & McLeish, A. C. (2016, April). *Examining the role of mindfulness skills in terms of drinking motives among socially anxious individuals.* Poster accepted for presentation at the 50th annual meeting of the Association for Behavioral and Cognitive Therapies, New York, NY.

Skills

- Outline the "hard skills" you possess.
- Laboratory skills: http://agsci.psu.edu/students/careers/career-resources/laboratory-research-skills

SKILLS

Laboratory: Animal care, cell and fiber stains

Computer: SPSS, Microsoft (Word, Excel, PowerPoint, Outlook)

Language: French (Native Language), German (Fluent-speaking, reading, writing), Spanish (Intermediate-speaking and reading; Basic-writing)

References

- May include references as the final section of your CV (not included in a resume) or create a separate Word document.
- If creating a new document, copy and paste your name and contact information (slide 6) to the top of page.
- Aim for 3-5 professional references
- Ask permission before listing someone as a reference

REFERENCES
   Name
   Title
   Organization
   Email Address
   Phone Number

How can I improve my resume/CV?

Resume/CV Reviews
Hours:
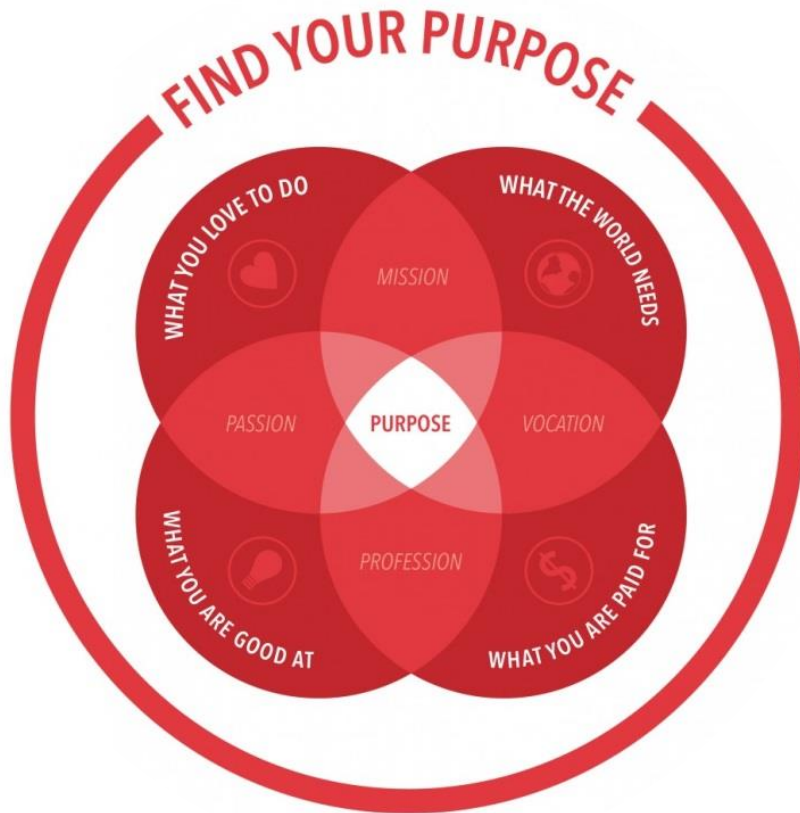www.uc.edu/careereducation/coaching/coaching.html

View templates:
www.uc.edu/careereducation/coaching/job-search/resume.html

Location:
Steger Student Life Center, 7th Floor

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Questions?

FIND YOUR PURPOSE

WHAT YOU LOVE TO DO
WHAT THE WORLD NEEDS
MISSION
PASSION
PURPOSE
VOCATION
WHAT YOU ARE GOOD AT
PROFESSION
WHAT YOU ARE PAID FOR

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