

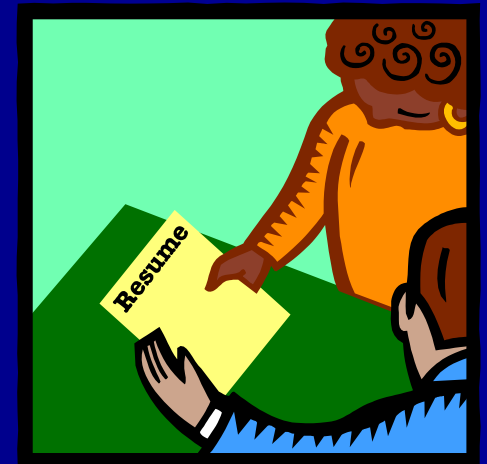
Advanced Resumes and CVs for Graduate Students

Career and
Employment Services

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Resume and C.V. information adapted from *Asher's Bible of Executive Resumes* by Donald Asher and *From College to Career* by Donald Asher.

Advanced Resume

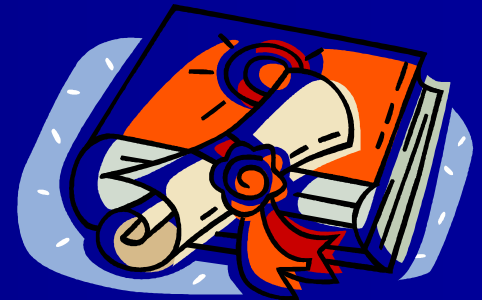
- Most employers outside of academia indicate a preference for resumes.
- A combination resume with a profile statement is the format most widely used by graduate students and candidates with significant experience.
- Advanced resumes are usually 2-3 pages in length.

Curriculum Vitae (CV)

- A curriculum vitae (CV) is a specific sort of resume.
 - Preferred by candidates for medical, academic, teaching, and research positions.
 - Loaded with special categories such as courses taught, publications, laboratory skills, etc.
 - May run on for a dozen pages or more with every book, article, and publication listed.

CV vs. Resume

- CV's almost never list an objective or narrative profile.
- They may be diagrammatic, giving very brief listings of experiences.
 - Credentials may speak for themselves.
 - Cover letters may be used to provide details.



CV vs. Resume

- CV's are more understated than resumes.
 - There should be no hint of braggadocio.
 - CV's often look more plain than resumes.
 - Nondiagrammatic CV's can contain lengthy blocks of text.
 - Emphasis is on content, not form.

CV vs. Resume

- Name dropping is more common in CV's than in resumes.
 - While you might only list a person's title on your resume, it is common to list the name of an expert with whom you conducted research or studied on a CV.
 - Experts within science and academia tend to know each other.
 - It can be to your advantage to list the names of prominent persons with whom you have worked.

CV vs. Resume

- CV's may contain many more categories of information than a standard resume.
 - Experience may be divided among teaching, research, and administration categories.
 - Publications may be divided in subheadings such as books, articles, conference presentations, abstracts, unpublished manuscripts, etc.

Some Sample CV Headings

- Dissertations
- Theses
- Continuing Education
- Specialization
- Expertise
- Research
- Teaching
- Workshops
- Clinics
- Seminars
- Conferences
- Symposia
- Publications
- Papers
- Lectures

Some Sample CV Headings

- Exhibitions
- Pro bono
- Service
- Languages
- Laboratory Skills
- Technical Skills
- Computer Skills
- Licenses
- Credentials
- Scholarships
- Fellowships
- Assistantships
- Grants
- Committees
- Appointments
- Practica

Some Sample CV Headings

- Consulting
- Awards
- Honors
- Activities

- Travel
- Affiliations
- Bibliography
- Addenda



Effective CV Writing

- CV will be judged on the number and nature of listings.
- Make sure that you list everything related to your field, even if it seems irrelevant – it may get you the job!
- List *specific* lectures given and courses taught to give search committees a feeling for who you are as a person and as a scholar.

Effective CV Writing

- In some disciplines, bibliographic and other information that exceeds two pages is separated from the main body of the CV.
- CV's vary widely among disciplines.
 - Make sure that you know the rules for your field of study.
 - Have faculty within your academic discipline review your CV for form and content.

Effective CV Writing

- The more compelling your credentials, the briefer your narrative descriptions of qualifications and experience can be.
- The more you need to establish your credentials, the more your CV may resemble a standard resume in that it attempts to sell you as a candidate through more detailed narrative.

Advanced Resumes

- Advanced resumes are often combination resumes.
 - Often begin with a profile or summary.
 - A combination of chronological listings and functional categories.
 - Resumes present only the most relevant information about your background in a compelling and concise manner.

Advanced Resumes

- Resumes focus on form *and* content.
- Use of good design techniques is key.
- An employer's eye will pick up four to six key points during a 60 second scan of a resume.
- You can move the reader's eye to the main points through the use of well-chosen design techniques.

Design Techniques

- Upper Case Letters

- For headings and title that are important. Use sparingly. Overuse diminishes effectiveness.

- Underlining

- Can be used in the body of the resume to emphasize a dramatic result or accomplishment. Use sparingly.

Design Techniques

■ Indenting

- Can help organize details on the resume. Use no more than two or three levels of indenting.

■ Bulleted Points

- Bullets are points of punctuation set in front of items on a list. Effective way to list accomplishments. Employers recommend this technique.

Design Techniques

- Invest in good quality paper.
 - White or Ivory is best color.
 - Use for cover letter, resume and reference sheet.
 - Use linen paper that is approximately 24 pounds in weight.
 - Purchase matching envelopes to create a coordinated presentation.

Design Techniques

- Use fonts between 10 and 14 points.
 - Should be easy to read and professional looking.
 - Times New Roman and Arial are good examples of professional fonts.



Design Techniques

- Organized your information according to the impact you wish to have on the reader.
 - Your most relevant and important information should be at the top of the page.
 - Never put anything negative or weak on your resume.

Contact Information

- Listed contact information at top of resume.
 - Name
 - Address with City, State, Zip Code
 - Phone Number with Area Code
 - Professional sounding email address
- Do not include personal information
 - Date of Birth, Marital Status, Height, Weight, Children, Health, Photograph

Profile Section

- Profile Section: Informs the reader in the fewest words possible who you are and why he/she should be interested in you.
- There are many different headings used for this section: Profile, Strengths, Professional Highlights, Qualifications.
- Profile is your first impression. Let the reader know what you can do for the company.

Profile Section

■ Profile Section

- When possible, focus on hard skills.
- Avoid language that is vague; Be specific.
- *Example:* “Native fluency in German” is a specific skill. “Strong oral communication skills” is much more vague.



Sample Profile

■ PROFILE

- Honors MBA graduate with academic achievements complementing over 10 years of management experience. Strengths include marketing, operations analysis, and administrative management. Effective combination of financial, accounting, organizational, and leadership skills. Proven track record of success including start ups and increase to gross, share, and margin.

Sample Profile

- **STRENGTH: Total Quality Management**
 - Extensive international consulting background including designing and establishing total quality programs and applying total quality concepts to a complex organization. Expertise in statistical analysis, continuous process improvement, and related information systems. Multilingual.

Sample Profile

■ EXPERTISE

- Over 20 years of experience in higher education positions requiring public relations and fund-raising skills, as well as consistent ability to motive and direct large staffs of 100+ paid professionals. Experience presiding over comprehensive curriculum reviews.

Education Section

- Begin with your highest degree and work backward.
- If you have two degrees of the same level, list the most recent one first.
- Always list the full name of the degree and major.
- Always list the full name of the institution that granted the degree, as well as the city and state in which it is located.
- Always list the date of graduation or date of expected graduation.

Education Section

- May include GPA if 3.0 or higher.
- The location of your education section is determined by several factors. For experienced candidates, experience usually outweighs education and would be listed first.
- If you have a recent degree or went to a prestigious school, you may choose to list the education section before the experience section.

Experience Section

- Experience section should begin with the most recent position held.
- Work experience is listed in reverse chronological order.
- Experience can be broken down into several categories (Teaching Experience, Related Experience, Other Experience)
- List the job title, company name, and location of each employer.

Experience Section

- When describing experience...
 - Concentrate on the positive.
 - Start each sentence/phrase with an action verb.
 - Detail accomplishments. Show growth. Describe times when you took on additional responsibility.
 - Quantify results whenever possible.

Experience Section

- Dates of employment should be placed on a resume.
- Consider omitting experience older than 10 years unless it is directly relevant.
- If you are concerned about a potential employer calculating your age, you may list the date for your latest educational endeavor and omit the dates on older educational listings.

Experience Section

Example

Workshop Presenter

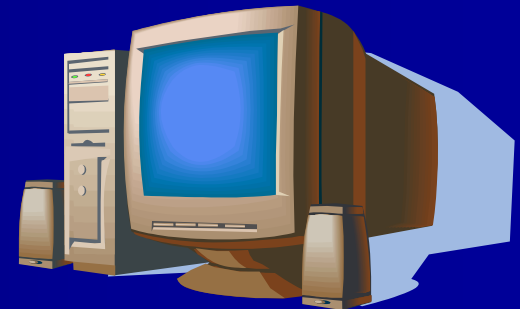
Northwest Arkansas Cooperative, Springdale, Arkansas

March 2005

- . Developed and presented a staff training workshop for 50 teachers and 12 principals on secondary classrooms for at-risk students.
- . Assisted Arkansas school districts in complying with 2004 state mandate to design and open alternative education programs for at risk students in grades 9-12.

Additional Headings

- Consider adding additional headings to your resume when they are relevant to the job you seek. Examples:
 - Language Skills, Computer Skills, Professional Associations, Military Service, Special Projects, Relevant Courses.



References

- List three to six professional references on a separate reference sheet. Avoid listing references on your resume unless doing so is standard in your academic discipline.
- Reference could include faculty, former employers, academic advisors, internship supervisors. Never list personal friends or acquaintances.
- Choose individuals who are going to sell you effectively.

References

- Obtain the consent of your references before listing them. With advanced notice, they will be better prepared to give a positive reference.
- Offer to send references a copy of your resume.
- Send thank you letters to those who serve as references.

eRecruiting

- eRecruiting can assist you with your job search.
- Place your resume in web resume books for employers to view.
- Reply to job listings.
- Schedule on campus interviews.
- View event calendar and career fair participants.
- Free for U of M students and alumni; completely web-based; accessible from any computer with Internet access.

Resources and Services

- Resume Critique Appointments
- 24 Hour Resume Critiquing Service
- Numerous Reference Books available in Resource Library
 - Resume Writing
 - Preparing a C.V.
- Workshops/Classroom Presentations