

CV and Resume Workshop

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What is the difference?

CV

- 2 page minimum
- More detailed summary of your life and background
- Usually includes the following headings:
 - Education
 - Teaching experience
 - Research experience
 - Publications
 - Presentations
 - Honors
 - Affiliations
 - Awards
- Used when you are applying for academic and scientific jobs.

RESUME

- 1-2 page summary of your skills
- Usually includes the following headings:
 - Education
 - Job Experience
 - Honors and Awards
 - Skills
- More general usage

Tips for Resumes

- Organization
 - Headings
 - Order of the headings
- Format
 - White space
 - 2-3 bullet points
 - Standardization of format
- Action Verbs
 - <http://careers.utah.edu/resume/verbs.htm>
- Audience
 - Military
 - Other employment
- Be specific
- Top down approach (you decide the order)
 - Most important info first
 - Most recent info. first

Examples of Resumes

- Career Services at the University of Utah
 - Examples of resumes for different majors
 - <http://careers.utah.edu/resume/index.htm>
- Templates

Other Tips for Resumes

DO

- Do make your resume professional
- Do include relevant work experience, education, skills, etc.
- Do highlight your skills
- Do use bullet points

DON'T

- Don't include false information
- Don't include information that you don't want to include
 - Ex. Job for 2 months
- Don't include hobbies
- Don't write in paragraphs or even complete sentences

Curriculum Vitae (CV)

- Used for academic and scientific jobs
- Includes more details
- Usually includes the following headings:
 - Education
 - Teaching experience
 - Research experience
 - Publications
 - Presentations
 - Honors
 - Affiliations
 - Awards
- No standard format

Tips for Writing a CV

- Organize your information
- Highlight your skills and accomplishments
- Focus on the job listing
- Format and organization
 - Headings
 - Bold, italics, underline (although not all 3 at the same time)
- Professional look
- Spell check/grammar check
- Limit including personal information
- Do not include references

CV Formatting Examples

Which one do you prefer? Why?

EDUCATION

2000-2008 **Doctor of Philosophy**, English, University of California Berkeley
2000 **Bachelor of Arts**, English, Occidental College

OR

EDUCATION

PhD **University of California, Berkeley**, English, expected May 2008
BA **Occidental College**, English, 2000

<https://career.berkeley.edu/phds/PhDCV.stm>

CV Examples: My CV (in progress)

CURRICULUM VITAE

ERIN B. JENSEN
123 Street
Salt Lake City, Utah 84044
erin.jensen@utah.edu
801-123-4567

EDUCATIONAL HISTORY

Ph.D. Candidate

The University of Utah

Department: Education, Culture, and Society

Specialization: Rhetoric and Composition

Advisor: Dr. Audrey Thompson, Ph.D.

Dissertation: (include the title)

August 2010-Present
Anticipated Completion Date: May 2014

Master of Education in Teaching and Learning

The University of Utah (Salt Lake City, Utah)

Department: Teaching and Learning

Specialization: Secondary Education

Advisor:

May 2005

Bachelor of Arts Degree

The University of Utah

Major: English

Minor: History

May 2003

RESEARCH AND SCHOLARY PUBLICATIONS

Tomas, Z., Gardett, M.I., **Jensen, E. B.** (in progress). Intensive Writing Institute for L2 writers: A bridge to university-level academic writing and cultural and institutional expectations. *Writing and Pedagogy*.

CONFERENCE PRESENTATIONS

"Peer-Review Writing Workshops: Classroom vs. Online."
Intermountain Graduate Research Symposium, Logan, Utah.

March 2011

CV examples

- <http://jobsearch.about.com/od/cvsamples/l/blcvsamp4.htm>
- <http://www.slideshare.net/aviyatranslate/academic-c-vexample>

Resources to Help

- Writing Center
 - www.writingcenter.utah.edu
- Career Services
 - <http://careers.utah.edu/resume/index.htm>
 - Meet with Career Services for one-on-one tutoring
- Employer
- Department/Academic Advisor