

Writing Your Résumé or CV

What's the difference between a résumé and a CV?

A **résumé** is brief and concise and should be limited to 1-2 pages. It is used in business, industry, and government.

A **CV** has more elaboration and runs 2+ pages. It is used in academia, medicine, research institutions, and some non-profits and can act as a master résumé.

The Cover letter

Your cover letter is part of the résumé/CV package and explains why you are sending the résumé/CV. It should indicate how your skills make you valuable and what distinguishes you from the crowd. It's not a list of accomplishments but rather should convince the reader to look at your résumé or CV.

Jobs in research and development are usually more interested in productivity than personality; you want to have an experience that shows you've done research or will contribute. Other jobs may not be as picky and may find other things interesting. Take your cover letter to the career center for a final checkup.

The Résumé/CV

Remember, your résumé is all about tailoring yourself to what the employer wants.

Purpose

- Presents relevant skills, strengths, and accomplishments
 - Academic/work experience, transferable skills, etc.
- Plays to what employers are looking for
- Quickly catches recruiter's eye
 - Average résumé gets less than 15 seconds of attention

Content

- Before you start:
 - Assess your **potential employer**
 - Field, firm, and specific position
 - What skills, knowledge, or abilities are they looking for?
 - Assess **yourself**
 - Relevant skills and experience?
 - Specific accomplishments?

Résumé Format

- No set formula
- Easy to read
 - Bullet points
 - **Bolding**
 - Common readable font (Times, Arial, etc.)
 - Margins (at least 0.5 in.)
- Looks professional
 - Well-organized and consistent
 - Balanced (avoid white space)
 - Quality paper
- Reverse chronological order
 - Most popular with employers