

# Résumé vs. CV Best Practices

## Résumé or CV: What's the difference?

### Résumé

**THE PHILOSOPHY:** A quick, skimmable snapshot of your skills and experiences that will catch a recruiter or hiring manager's eye.

- Brief, targeted list of experience and achievements
- One to two page format common for early career
- Geared at private industry, nonprofits
- Focus on skills and keywords

### Curriculum Vitae

**THE PHILOSOPHY:** The full history of your scholarly career communicating the breadth of your experience to other academics and scientists.

- Focus on research, publishing and teaching results
- Two to seven pages for an early career academic
- Used for academic, medical, research or teaching opportunities

### How to Convert a CV to a Résumé

- Review job descriptions and incorporate keywords for qualifications and skills employers seek.
- The average résumé is one to two pages. Cut content down to the most relevant skills and experience.
- Consider sections called "Selected Publications" or "Selected Presentations" instead of listing everything.
- Convert paragraph descriptions to bullets starting with action verbs.
- Focus on transferable skills you've gained in academia (e.g., leadership, communication, supervision).

### How to Convert a Résumé to a CV

- Expand on your accomplishments. The goal is to list everything scholarly you've done, not provide a short snapshot.
- Work on fleshing out the résumé to be two pages or longer. (A tenured professor might have a 50-page CV.)
- Focus on academic, scientific and teaching-related experiences (e.g., conference attendance, poster sessions, courses taught).
- Include your last name and page number in the footer of each page.

## U.S. CV and International CV

In many countries the term "curriculum vitae" does not mean a lengthy academic or scientifically focused résumé like it does in the U.S. It is more synonymous with how the U.S. uses the word "résumé" as a general job application document. Many international CVs include information not found on U.S. résumés such as pictures and marital status. Every country has its own convention for how to write a good CV. For country-specific CV tips, visit GoinGlobal in the **Handshake** 'Resources' section.

# Common Résumé Sections

Your résumé **connects your experiences and skills to the position you apply for** and shows why they make you the ideal candidate. Elaborate on the skills you gained from your experiences, don't just list them. Tailor each résumé to a specific opportunity. Every company and field is different; get advice on résumé norms from a professor, advisor or someone working in the industry.

## EDUCATION

- Breakdown of undergraduate and graduate education, study abroad and internships.
- Include GPA if it's requested or above a 3.0. You may use your cumulative or program-specific GPA.

## WORK EXPERIENCE

- Dynamic, action- and results-oriented summary of professional experiences.

## STUDY ABROAD

- Explanation/description of study-abroad programs.

## VOLUNTEER EXPERIENCE

- Summation of volunteer and community involvement.

## PROJECTS

- Projects, research, field work or specific coursework that relate to the position.

## SUMMARY OF QUALIFICATIONS/ PROFESSIONAL SUMMARY

- Replaces the traditional objective statement.
- One to three lines or bullet points at the top of the résumé that summarize your top skills for that employer. Avoid personal pronouns. Example: "Computer scientist with programming expertise in C++, Python and Java and real-world experience building robust websites and programs for the City of Corvallis."

## LEADERSHIP AND INVOLVEMENT

- Roles in grad student organizations, departmental leadership, nonprofit boards, committee organization, clubs, community engagement, experiences in athletics, fraternity and sorority involvement, and leadership activities.

## SKILLS/LANGUAGES

- Proficiencies in computer programs, languages, etc.

## AWARDS AND HONORS

- Work, educational and other awards and scholarships describing the award and listing the date and awarding organization.

## RELEVANT COURSEWORK

- Top 4-8 courses that relate specifically to the position. Avoid jargon and course numbers, use the full course titles instead (e.g., plant propagation).

## PUBLICATIONS OR SELECTED PUBLICATIONS

- A list of articles, book chapters, etc. Add explanations if needed, spell out acronyms, cut citations down as necessary.

## PRESENTATIONS OR PUBLIC SPEAKING

- Your top speaking engagements, removing redundant presentations, emphasizing titles, spelling out or explaining significance if needed.

## ADDITIONAL SECTION EXAMPLES

- Scientific fieldwork
- Computer languages
- Intercultural experience and languages
- Technical skills
- Communication experience
- Professional memberships and activities
- Licenses and certifications
- Military service and training
- Practicum experience
- Teaching and coaching experience
- Public speaking experience

**This is not an exhaustive list of all of the sections and headers you might employ. Create sections in a way that will be eye-catching for your field (e.g., "Geology Fieldwork," "Engineering Projects").**

# Common CV Sections

## CONTACT INFORMATION

- Name
- Address (optional)
- Telephone
- Phone
- Email (professional e-mail address, e.g., ONID)

## EDUCATION

Include institution name and location, dates, program and details of degree (e.g., thesis or dissertation title) in reverse chronological order.

- Post-doctoral degree
- Graduate school
- Undergraduate

## HONORS AND AWARDS

Grants, fellowships, scholarships, honor societies

## PROFESSIONAL EXPERIENCE

Include organization, position title, dates and position details in reverse chronological order.

- Work history
- Academic positions
- Practica, internships, assistantships

## RESEARCH AND EXPERIENCE

Include dates and position details in reverse chronological order.

- Include the details and results of your research, not just what you did but how, and what the goals of the research were. Quantify your processes and results wherever possible.
- Mention collaborators, unique problems solved, equipment/techniques used.

**This is a sample, and the sections are in no particular order. CV sections come in many forms and with many different names. Use a format suitable for your experiences and discipline. Ask for sample CVs from peers and faculty, and follow the style guide appropriate to your field (e.g., AP, Chicago) for citations.**

## TEACHING

List in reverse chronological order and include course details and dates, number of students served, positive student evaluations, syllabus creation, teaching techniques and mediums employed.

## UNIVERSITY SERVICE OR VOLUNTEER WORK

Include committee and leadership involvement (e.g., governance bodies, institution judicial board).

## PROFESSIONAL QUALIFICATIONS

Certifications and accreditations

## PUBLICATIONS

Include articles, book chapters, books and other publications using appropriate citation style. Remember to bold your name for multi-author.

## PRESENTATIONS

- List poster sessions, conference presentations and department presentations you've delivered with the titles, dates and topics.

## PROFESSIONAL MEMBERSHIPS AND AFFILIATIONS

- E.g., Society of American Foresters, American Public Health Association
- Include dates of membership.

## SKILLS

Include language, computer skills, equipment maintenance, lab skills, etc.

# 10 Common CV Mistakes

## 1. Not tailoring your CV for specific employers, grants, programs, etc.

Make sure to put your most relevant work up front and align language with the audience every time. Reviewers have already made a first impression in the first half of your first page. No generic CVs!

## 2. Not explaining what your accomplishments are or providing specific details.

Lists work great for publications, but do explain your work, research and anything where context will increase understanding.

## 3. Forgetting to spell out acronyms or using too much niche jargon.

This is especially true for awards and scholarships—add a brief parentheses about what they are and why you were awarded.

## 4. Copying your faculty advisor's format without seeking other examples.

Your advisor might have an outstanding CV, but it's hard to know if you don't survey several other concepts.

## 5. Using a cluttered format.

Bullets, bolding, italics, headers and spacing increase digestibility. Avoid long paragraphs where your results will get lost in text.

## 6. Having spelling or other errors.

Yes, it's a long document, but proofread it well.

## 7. Not focusing on what you achieved.

It's not just what you did, it's what value you added (e.g., designed a new procedure to reduce sampling time and increase data integrity).

## 8. Not being well-rounded.

Don't forget about volunteering, work experience, service, clubs, etc. that show you are involved in your community and industry.

## 9. Not updating your CV regularly.

Try to update it a couple of times a year.

## 10. Not having anyone review your CV to help make it as outstanding as possible.

Have at least three people look at it. Upload it to **Vmock**, the Career Development Center's online résumé reviewer, for another set of "eyes."

## Power Statements

Power statements create a more powerful résumé. They highlight your achievements, illustrate your tasks, quantify your results and show your impact in a role. **Jobs, internships, community service, club involvement, military experience and projects should all be backed up with power statements.** A power statement should be no more than two lines.

### Power Statement



### Action Component

#### ACTION WORD AND CONCISE DESCRIPTION OF TASK

- Describe your actions to complete a task or solve a problem by using an action word.
- Focus on key skills and words found in your industry.
- Use the position description as a guide on what skills and words to use.



### Result Component

#### QUANTIFIED RESULTS AND OTHER CONCRETE EVIDENCE

- Your results illustrate how your efforts can translate to the organization to which you are applying.
- Quantify with numbers, including percentages, dollars or volume.
- Only quantify when appropriate. This can be overdone if forced into every bullet point.

#### BASELINE

**“Served sandwiches to satisfy customer requests.”**

- This is a description of responsibilities. While it supports that you have customer service experience, it lacks connections to your transferable skills.

#### ON YOUR WAY

**“Provided excellent customer service by listening to successfully serve customers.”**

- This statement is more appealing because it demonstrates transferable skills and includes a desirable outcome.

#### FINISH LINE

**“Provided excellent customer service by listening and responding to customer needs and diffusing tension during rush times. Implemented new processes to reduce ingredient waste by 30% over the year.”**

- This statement encompasses the positive aspect of the two previous examples. It also explains efforts and includes a quantified desirable outcome that translated to various fields and positions.

## Action Words

Use action words to **illustrate your skills**. Each statement in your résumé should begin with an action word. Use present tense for current positions and past tense for previous ones.

### COMMUNICATION

addressed	corresponded	joined	publicized
advertised	critiqued	lectured	reasoned
arbitrated	defined	linked	recommended
arranged	described	listened	reinforced
articulated	discussed	marketed	reported
clarified	edited	mediated	represented
collaborated	elicited	moderated	revised
communicated	explained	negotiated	solicited
conferred	expressed	participated	spoke
consulted	formulated	persuaded	suggested
contacted	informed	perused	summarized
contributed	interacted	presented	synthesized
conveyed	interviewed	promoted	translated
convinced	involved	proposed	

### CREATIVE

abstracted	developed	illustrated	orchestrated
acted	devised	improvised	originated
adapted	directed	initiated	performed
authored	displayed	innovated	photographed
combined	drafted	inspired	revamped
composed	entertained	introduced	shaped
conceptualized	envisioned	invented	solved
created	fashioned	launched	tailored
customized	founded	modeled	visualized
designed	generated	modernized	wrote

### FINANCIAL

acquired	calculated	invested	reduced
adjusted	computed	issued	regulated
administered	corrected	maximized	retrieved
allocated	decreased	minimized	specified
apportioned	determined	multiplied	submitted
appraised	disbursed	planned	tabulated
approximated	enumerated	prepared	tested
assessed	estimated	projected	validated
audited	figured	rated	
balanced	forecasted	realized	
budgeted	increased	reconciled	

### HELPING

accommodated	counseled	helped	satisfied
advocated	dedicated	motivated	served
aided	eased	prevented	smoothed
alleviated	elevated	provided	supplemented
ameliorated	empowered	referred	supported
assisted	encouraged	reformed	sustained
bolstered	expedited	rehabilitated	volunteered
boosted	fostered	relieved	
cared for	furthered	remedied	
cooperated	guided	revitalized	

### LEADERSHIP

accomplished	developed	improved	reorganized
achieved	directed	increased	reviewed
administered	eliminated	influenced	salvaged
advanced	enforced	instituted	saved
appointed	enhanced	launched	scheduled
attained	established	led	screened
chaired	exceeded	managed	secured
consolidated	excelled	motivated	selected
controlled	expanded	oversaw	sought
coordinated	fine-tuned	planned	spearheaded
cut	generated	prioritized	streamlined
decided	grew	produced	strengthened
delegated	handled	raised	succeeded
demonstrated	hired	recovered	surpassed
designated	hosted	recruited	

## ORGANIZATION

accelerated	corrected	integrated	purchased
accomplished	customized	logged	recorded
addressed	devised	maintained	refined
approved	dispatched	maximized	reserved
arranged	distributed	mobilized	resolved
assigned	enlisted	modified	responded
brainstormed	executed	monitored	scheduled
catalogued	filed	obtained	screened
categorized	finalized	organized	set up
coded	followed	planned	standardized
compiled	formulated	prepared	systematized
completed	generated	prioritized	tabulated
configured	implemented	processed	updated
contracted	incorporated	procured	verified

## RESEARCH

analyzed	converted	extrapolated	questioned
catalogued	correlated	formulated	researched
benchmarked	deciphered	gathered	reviewed
branded	determined	identified	recognized
critiqued	documented	indexed	searched
classified	diagnosed	inspected	solved
collected	evaluated	interpreted	studied
compared	examined	investigated	submitted
concluded	experimented	measured	substantiated
conducted	explored	linked	surveyed
confirmed	extracted	queried	synthesized

## TEACHING

adapted	developed	explained	persuaded
adopted	educated	facilitated	schooled
advised	empowered	guided	stimulated
briefed	enabled	individualized	taught
coached	encouraged	influenced	tested
coordinated	enriched	instructed	trained
counseled	evaluated	motivated	tutored

## TECHNICAL

adapted	converted	installed	remodeled
applied	debugged	maintained	repaired
assembled	deconstructed	modeled	restored
built	designed	operated	specialized
calculated	engineered	overhauled	upgraded
computed	fixed	programmed	utilized
constructed	fortified	redesigned	