
CURRICULUM VITAE & RESUMES

UNIVERSITY INN, RM. 102

WWW.USU.EDU/CAREER

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PRESENTED BY **Joseph Banks and Paige Geslin**



EXPLORE

Majors & Careers



OBTAIN

Student Employment
& Internships



TAKE

Tests & Prepare
for Grad School



SUCCEED

In Your Career

PURPOSE OF A CV & RESUME

■ Land an interview

■ Remind the interviewer of your skills

■ Justify the hiring decision to others

■ Is your personal brand

Skills/Qualities Employers Want

(Based on a 5-point scale; 5 = extremely important)

· Verbally communicate with persons inside/outside the organization	4.63
· Work in a team situation	4.62
· Make decisions and solve problems	4.49
· Plan, organize, and prioritize work	4.41
· Obtain and process information	4.34
· Analyze quantitative data	4.21
· Technical knowledge related to the job	3.99
· Proficiency with computer software Programs	3.86
· Create and/or edit written reports	3.60
· Sell or influence others	3.55

Source: Job Outlook 2016, National Association of Colleges & Employers

THE BASICS - CV

The curriculum vitae, also known as a CV or vita, is a comprehensive statement of your educational background, teaching, and research experience. It is the standard representation of credentials within academia.

- The full CV is only used when applying for academic positions in four-year institutions.
- Do not use a CV when applying to community colleges—use a teacher-focused résumé instead.
- Tailor your CV to the specific positions to which you are applying and place more relevant sections earlier in the document.
 - For a position at a teaching-focused liberal arts college, the CV will strongly emphasize teaching.
 - For a position at a research-intensive university, the CV will accentuate research.
- Format can vary by field, so also seek disciplinary-specific advice from advisers, professors, and others within your field.
- There are no length restrictions for CVs.

THE BASICS - Resume

The resume is a condensed statement of your educational background, professional work, skills, and other relevant experience.

- A traditional resume is used for industry and positions outside of academia.
- Tailor your resume to the specific positions to which you are applying and place more relevant sections earlier in the document.
 - For a position in computer science, you may list your technical skills prior to work experience
 - For a supervisory position, you could highlight your leadership skills first
- Content can vary by field, so seek disciplinary-specific advice from advisers, professors, and others within your field.
- Resumes are typically one-two pages in length.

CV/RESUMES: TAILOR, TAILOR, TAILOR!

Resources To Identify Employer's & Institution's Needs

- Job description
- Academic program description
- Company websites and reports
- Social media
- People working in similar roles



FORMATTING

- Your CV/resume must be well organized and easy to read.
- Choose an effective format and be consistent.
- Use bolds, italics, underlines, and capitalization to draw attention.
- List all relevant items in reverse chronological order in each section.
- Strategically place the most important information near the top and/or left side of the page.
 - In general, place the name of the position, title, award, or institution on the left side of the page and associated dates on the right.
- For a CV use a footer with page numbers and your last name, in case pages get separated.
- For a resume longer than one page, use a header with your name and page number.

AVOID THE TRASH BIN

No Typos, spelling errors, and exaggerations

- Typos
- Length/Formatting
- Copied large amounts of wording from the job posting
- Inappropriate email address



Laszlo Bock, Former SVP, People Operations at Google, 2014/CareerBuilder Survey 2012



Sample Resume and CV



SHOW ME, DON'T TELL ME!

**Action Verb + Skill/Responsibility + Action/Tools + Benefit/Result
= Great Success Statement**

- Start with an action VERB and briefly describe a skill, responsibility, or task
- Identify any tools or processes (computer programs, team efforts, equipment) used to accomplish the above
- Use numbers to show results and scope/scale of your success
- Statements not sentences and avoid I, me, my, or periods

SUCCESS STATEMENTS

- Design and execute small-scale testing to validate control algorithms derived to simulate seismic force-resistance.
- Developed new training process for 5 new Human Resource Recruiters to ensure consistency with training and recruiting.
- Designed and led installation of 250+ custom security systems resulting in \$1,400,000+ of revenue.
- Explained challenging concepts using planned lessons, assignments and targeted discussions for 75 freshmen and sophomore students.



Action Verb + Your Responsibility + Benefit/Result/Accomplishment

Write a couple statements about your recent work or graduate experience



EDUCATION SAMPLE

EDUCATION

Doctor of Philosophy in Civil and Environmental Engineering **Fall 20XX**
Utah State University

Dissertation title: “Visualizing Geotechnical Engineering Principles”

Advisor: Professor Ted S. Visor

Bachelor of Science in Civil Engineering **May 20XX**
Universidad Nacional de San Juan, San Juan, Argentina (UNSJ)

WORK EXPERIENCE SAMPLE

New Student Programs and Orientation

Utah State University, College of Education

Spring 20xx

Logan, UT

- Served as mentor to 12 new students entering Utah State University
- Conducted activities for new students about social, academic, and personal skills to increase academic and personal success

USU Summer Camp for Girls who CODE

Utah State University

June 20xx

Logan, UT

- Instructed and motivated girls ages 7-14 to write code in C++
- Supervised coding competitions for groups of 30-50

ACTIVITIES / LEADERSHIP / SERVICE SAMPLES

LEADERSHIP/VOLUNTEER EXPERIENCE

Service Coordinator, AIAA Student Chapter, 20XX to Present

Volunteer Math Tutor, STICKS Program, Fall Semester 20XX

Spanish Speaking Volunteer, Baja, Mexico, 20XX-20XX

LEADERSHIP EXPERIENCE

President, Utah State Athlete Advisory Committee, Logan, UT

Jun 20xx-Present

- Coordinated on-campus NCAA Diversity Workshop
- Contributed to newsletter for student-athletes

Peer-Tutor University Football Team, NCAA Division I, Logan, UT

Aug 20xx – Jun 20xx

- Lead a team of athletes in 8-10 hour per week study sessions

SKILLS

SKILLS

Computer/Statistics: data manipulation in R, GIS/ARCMAP, Google Earth, Microsoft Excel and Access, Adobe Photoshop

Field/Research Techniques: plant identification, forest and fuel stand survey techniques, wetland delineation, radiotelemetry, microscopy, bird identification, hypothesis testing

Languages: fluent in Spanish – speaking and writing

Sections to Include in a CV

- **Publications:** Give bibliographic citations for articles, pamphlets, chapters in books, research reports, or any other publications that you have authored or co-authored. Use the format appropriate to your particular academic discipline for a clean look.
- **Presentations (Oral and Poster):** Give titles of professional presentations, name of conference or event, dates and location, and, if appropriate in your discipline, also include a brief description. Use the format appropriate to your particular academic discipline for a consistent and clean look.
- **Honors and Awards:** Receipt of competitive scholarships, fellowships, and assistantships; names of scholastic honors; teaching or research awards.
- **References:** Three to five are appropriate. If you are responding to an advertisement that asks for references, include those requested on a separate addendum sheet.

Additional Sections in a CV

- Qualifications or Skills
- Grants Received
- Institutional Service
- Certifications
- Professional Associations
- Recent/Current Research
- Community Involvement
- Educational Travel

REMEMBER...

- Write a targeted CV/resume
- Be sure your degree and key skills/experiences are at the beginning
- Review/research job descriptions on the company or institution's website; focus on key words and skills
- One-two page resume; CV's may be more comprehensive
- No grammar, spelling, typos, or format errors
- Avoid templates and large blocks of text
- Include a well-written, targeted cover letter

REFERENCE SAMPLE

BRADY SMITH

(435) 797-1234
mye-mail@hotmail.com

REFERENCES

- **Mr. George Hildall**
Manager of Production
ACME Company
1234 Address Avenue
Los Angeles, CA 93099
493-384-3382
george.hildall@acme.com
Previous Supervisor

- **Ms. Gale Strong**
Training Director
Tri Training
2948 SW Street
Seattle, WA 94093
382-555-3859
gale.str@tri.com
Former Employer

QUESTIONS?

Spring Career Fairs

Spring Career Fair - February 4th

Spring STEM Fair – February 12th

Teacher Fair – March 18th

**Jason Jerman, Eric Ricks,
Travis Smuin & Regan Eggli**

Graduate Career Peers

Travissmuin@gmail.com

regan.eggli@usu.edu

jason.jerman@usu.edu



Drop - In Hours

Monday &
Wednesday

• 12:00 – 1:30
pm

Tuesday &
Thursday

• 1:30 – 3:30
pm

Friday

• 9:00 – 11:00
am