



A Graduate School Professional Development Workshop

CVs & Resumes

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Today:

1) We'll discuss:

- The mantra
- CV basics
- Resume basics
- How are they different?
- Best practices

2) We'll workshop your docs, identifying:

- Kudos
- No-nos
- Plan for improvement

Resume & CV Mantra



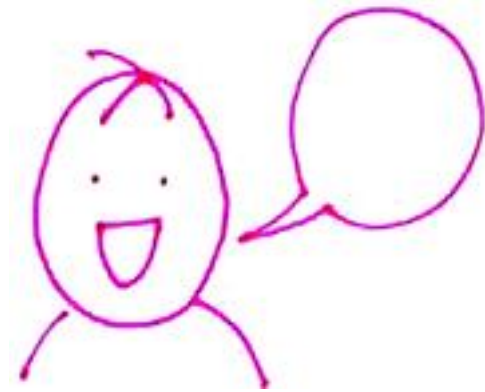
**Consistent,
Clear,
Sharp, & Readable**

CV Basics

What's a CV?

Can you say Curriculum Vitae?

[YouTube-CV pronunciation](#)



Latin: “the course of one's life”

Also known as a “vita.”

- A CV is a detailed overview of your academic and professional credentials and accomplishments.
- 2 to 20 pages
- More formal, academic tone
- More formal, academic style
- Mostly used when applying for:
 - Faculty positions
 - Postdocs
 - Grants and fellowships



Resume & CV Mantra



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Resume Basics

What's a resume (or résumé)?

- “Summary” of one’s relevant training, skills, and experiences for a specific job.
- 1 to 2 pages
- More flexible tone
- More flexible style
- Used widely when applying for jobs

How are they different?

- Length
- Style
- Purpose

“The goal of a resume is to construct a professional identity, [whereas] the goal of a CV is quite specifically to construct a scholarly identity. Thus, your CV will need to reflect very specifically your abilities as a teacher, researcher, and publishing scholar within your discipline.”

Source: <http://owl.english.purdue.edu>

Resume & CV Mantra



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Best Practices for Both

- Important information first
- Reverse chronological order
- “Special” grammar: gapping & parallelism
- Clean font, ~12 point
- Use indentations, capitalization, boldfacing, italics, and spacing to organize entries and create emphasis.
- Be consistent!

What to Include (Potential Headings)

- Contact information
- Education
 - ✓ name of institution, date degrees awarded
 - ✓ other details: academic concentrations, title of diss/thesis, name of advisor...
- Conferences, publications, patents
- Awards & grants
- Skills & interests
- Memberships
- Leadership & service
- References (if requested, more common on CVs)

What to Include (con.)

- Experience

No, not experience in playing Angry Birds or hang-gliding...

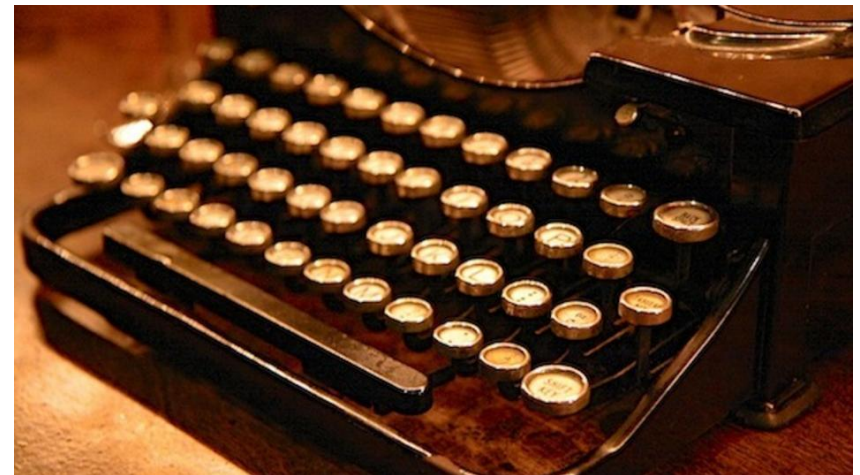
- ✓ Professional experience
- ✓ Volunteer experience
- ✓ Research experience
- ✓ Teaching experience



Use verb phrases (gapping). Be concise.
Metrics and examples.

Staying Organized

- Keep “master” CVs and resumes.
- Customize specialized CVs and resumes.
- *Really* determine the purpose of the document.
- Look at samples.
- Craft & revise.
- Get feedback.
- Revise again.



Resume & CV Mantra



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Let's workshop!

Be honest and constructive,
keeping in mind the mantra and
best practices!

- Kudos
- No-nos
- Plan for improvement

Resources

- [University Writing Center](#)
- [University Career Center](#) – resume writing
- [Graduate School-Professional Development](#)
- Your advisor!
- Other mentors in your field

Other resources:

- [ChronicleVitae: "Do You Speak Resume?"](#)
- [Purdue OWL](#)
- [Versatile PhD](#)