

RESUMES

AND

CV'S

Identify the Audience

- **Companies** usually want a **resume** showing a snapshot of your relevant experience.
- **Academic institutions** usually want a **CV** showing a comprehensive view of your research career.

Compile your Experience

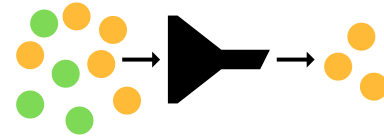
- Keep a **Master Resume** that lists all of your experiences and choose the most relevant for a given position.
- Relevant experiences may vary for different versions of your resume, but **CVs** typically feature **research** experience, **publications**, and **awards**.

Polish the Details

- Make sure each of your experiences include bullet points that start with a **strong verb** describing you did to solve a **problem** and what the **result** was.
- Your resume/CV is often the first impression people have of you; double and triple **check it for errors!!!**



VS



Resumes

Structure:

- Resumes are typically **1-2 pages** depending on the amount of relevant experience.
- Have **3-4 clearly defined sections** highlighting education, experience, leadership/mentorship activities, etc.

Include:

- Experiences that are **most relevant** to the position you're interested in.
- **2-3 bullet points** per experience describing what you did/accomplished during the experience.
- **Transferable skills** that you developed during each experience and helped develop you for the new position.

CVs

Structure:

- CVs can be many pages. The norm for young researchers is **2-4 pages**.
- Have clearly defined sections with **plenty of white space** and standard (i.e., 1 inch) margins.

Include:

- Experiences that span the **entirety** of your research career
- Sections highlighting **education, research experience, awards, publications**, and teaching/mentorship wherever applicable.
- Bullet point descriptions are good in the beginning of your career, but may be less relevant as your career progresses.



View more information on this topic or make an appointment at the Comm Lab!

