

Resumes & CVs

Resume or CV?

A **resume** is an individually designed document that summarizes your education, experiences, and qualifications as they relate to your career goals. If you have recently graduated from college, most resumes will be about one page in length, though if you have a more extensive work history, a resume over one page is acceptable in most fields.

A **CV** (curriculum vitae) is an alternate type of resume required for academic positions. The CV is typically longer than a standard job resume and highlights teaching, research, and campus service experience. Some professionals use the terms CV and resume interchangeably.

Types of resumes

Reverse Chronological: Most common type of resume, and expected by many employers. Education, jobs, and experience are listed in reverse chronological order.

Functional: Lists major skill categories and combines all work experience together.

Combination: Sub-categorize experience into topical groups. Allows for easy customization based on relevant skills.

Typical resume sections

- Contact Information
- Education
- Professional Experience
- Skills

Optional resume sections

- Summary of Qualifications
- Volunteer Work
- Activities
- Honors and Awards
- Publications
- Military Experience

Resume do's and don'ts

Do

- Include both paid and unpaid work as well as part-time or full-time work, and any volunteer work.
- Use action verbs to describe the work you did or do.
- Use present tense for current work and past tense for any previous positions.
- Emphasize your skills and accomplishments, not just the tasks you have performed.
- Spell out words in full. Avoid abbreviations like "Dept." for "Department."
- Use a professional, simple font.

Don't

- Use "I" or "me."
- Make your font too small. Anything less than 10 point font is probably too small.
- Include personal information such as social security number, marital status, or date of birth.
- Overcrowd your resume.
- Include old, irrelevant experience.
- Include "References available upon request" at the bottom of your resume. Employers will request this if needed.

Sample Resume

George Maxwell

202 Maxwell Hall | Syracuse, NY 13244 | gmax@syr.edu | 315.443.5453

Summary of Qualifications

Advocacy professional with international experience and expertise in education
Experience in program design, implementation, monitoring and evaluation
Financial management experience in budget preparation and grant writing

Education

Masters of Public Administration Expected June 2019
Maxwell School of Citizenship and Public Affairs, Syracuse University
Concentration: Education Policy
Relevant Coursework: Names of Courses

Bachelors of Science: Sociology May 2013
Cornell University, College of Arts and Sciences

Study Abroad: Amman, Jordan

Youth and Education Experience

The Arthur Foundation, Dallas June 2015 - June 2017
Assistant to the Director
National education foundation that has awarded students from large public school with over \$480 million in leadership scholarships.
- Planned the event logistics fundraisers. Event logistics including volunteer training and management, guest management, pledge and donation collection
- Wrote proposals, one of which resulted in a \$60,000 grant from The Woodruff Foundation, accounting for nearly 20% of foundation revenue projection
- Increased the volunteer database by over 55% by recruiting volunteers from leading companies such as, Deloitte, Merrill Lynch, and Goldman Sachs

United States Peace Corps, Tunisia June 2013 - June 2014
Education Volunteer
- Facilitated a English language training program in a local school
- Co-wrote curriculum, piloted, and evaluated leadership development

Your summary should be customized for each job so you can speak directly to the required qualifications.

Be sure to list a sampling of your graduate level coursework, particularly those related to the field you are entering.

While some may choose to highlight their previous experience chronologically, you may also consider breaking up your experiences into category specific headings.

Provide details about your responsibilities. Include details and examples of the tasks you were required to complete.

Revisit your job summaries for each position you apply to. Rewrite your descriptions based on what is most relevant to the job you are applying for.

Your "Skills" section is an opportunity to highlight hard skills, such as languages and software knowledge, as well as soft skills such as public speaking ability and leadership.

Professional Experience

Maxwell School of Citizenship and Public Affairs, August 2018 - Present
Graduate Assistant, Communications Office
- Conducted research and interviews for upcoming magazine stories
- Produced editorial copy for Maxwell website, magazine and brochures

Boys and Girls Club, Ithaca August 2011 - May 2013
Tutor
- Provided one-on-one tutoring for children in all topic areas
- Planned, implemented, and evaluated group tutoring efforts

Public and Community Service

Hope Print: Refugee Center, Volunteer, June 2018 - Present
- Plan and teach English language classes to refugees
2-1-1 Tompkins, Volunteer, May 2011 - May 2013
- Assisted with publications, data base management, web maintenance
Tompkins County Public Library, Volunteer, May 2012 - May 2013
- Facilitated arts and crafts programming for children ages 3 to 7

Skills

Languages: Working proficiency in Arabic
Technical: SPSS; Microsoft Word, Excel, and PowerPoint.

Further resume samples are available on the Center for Career Development website.