

## Resume Tips

### Resumes and CVs: What's the Difference?

**A resume is a short, 1-page document that outlines your work experience.** Depending on your field and where you are in your education, your resume may display more educational or volunteer experience than professional work history. The goal is to make sure the experience on your resume is relevant to the position you're applying for. **You will submit a resume with most job and internship applications.**

**A CV (Curriculum Vitae) is a detailed document that summarizes your entire academic and professional career.**

CVs typically contain information about your education, publications, work experience, conference presentations, and awards. Some applications may have a specific page limit for your CV (i.e. 2-3 pages). Others will expect a complete CV that gives a comprehensive look at your background. **You will usually only submit CVs for academic applications to opportunities** like graduate school, grants, fellowships, and scholarships.

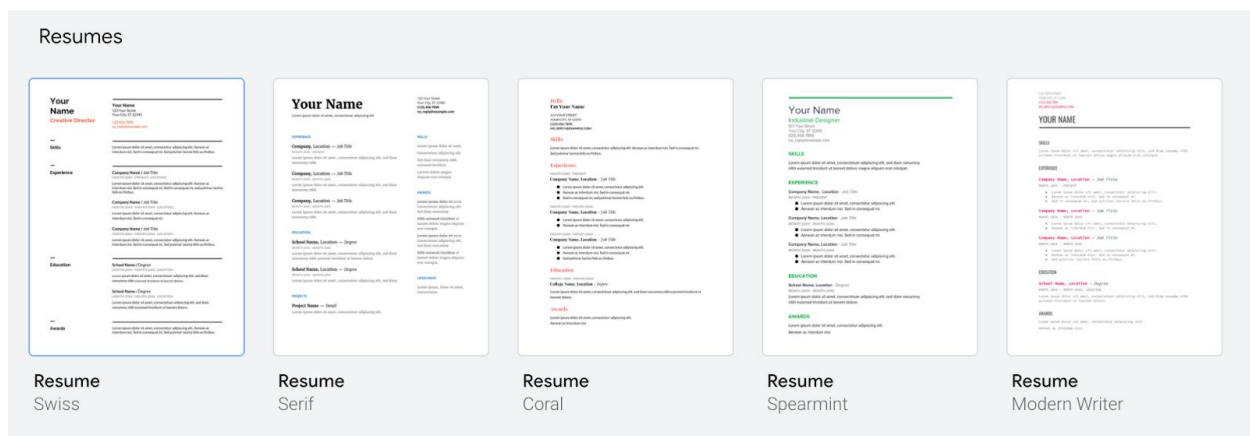
This document will help you organize information on your resume or CV to create a stronger application. **Always research the opportunity** you're applying for in order **to tailor your resume to that specific application.** Also, consider reaching out to a mentor in your field for advice on building your resume. Your mentor will know best practices and can help you tailor your resume for the position you're applying for.



## Templates & Design

### Templates:

Do a Google search for a template for your word processor. If you're writing a resume, search for resume templates. If you're writing a CV, search for CV templates.



Note: If you use a Google Doc template, you must export the final document as a PDF. The template usually gets messy when you export it as a Word Doc or Pages document.

### Design:

- If you're in a creative field, it may be a good idea to pick a resume template with a nice aesthetic.
- If you're in a STEM field, a more basic design might be a better option.
- If you're unsure what design is appropriate for your resume, reach out to a mentor. Your mentor can also help you figure out the appropriate length and font for your resume.

## Content for Resumes

### Name:

- Use the name you want to go by on your resume.
- I.e. don't put Alexander if you want to be called Alex.

### Contact Information:

- Include your phone number and your email address. Make sure your email address is professional. Your email should be some version of your name. It's always a good idea to use your USF email.
- There's no need to put your home address as that takes up space. Your address will likely be included in a different part of your application.

#### Hello I'm Your Name

123 YOUR STREET  
YOUR CITY, ST 12345  
(123) 456-7890  
NO\_REPLY@EXAMPLE.COM

#### Skills

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### Skills:

- The skill section should be at the very top of your resume. Be sure to include any and all skills relevant to your field.
- Examples of Skills to Include:
  - **Language Skills:**
    - Mention your level of fluency and how long you studied the language in college. E.g. "Spanish — Conversational (4 College Semesters)"
    - Only include language skills if you're willing to use them professionally
  - **Coding and Programming Skills:**
    - Coding languages like HTML, C++, JavaScript, Python, etc.
  - **Software Skills:**
    - Adobe Creative Cloud (Photoshop, InDesign, Illustrator, etc.)
    - Microsoft Office (Word, Excel, Powerpoint, etc.)

**Education:**

- Include your GPA, major, concentration (if applicable), and expected graduation date.
- If you are currently a student or if you are just starting out your career, put your education at the top of your resume under skills.
- If you have five or more years of relevant work experience, consider putting your education at the bottom of the resume.
- Do not include your high school.

**Education**

MONTH 20XX - MONTH 20XX

**College Name, Location** - Degree - GPA: 3.74

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**Work Experience:**

- List your paid work experience in order, starting with the most recent positions.
- Only include experience relevant to the position you're applying for. If you're applying to be a research assistant in a lab, your past experience in retail may not be relevant.
  - However, if a job helped you develop a skill that will specifically help you succeed in a new position you're interested in, that job is worth including on your resume.
- Each bullet point under your past work experience should demonstrate use of your skills above. For example, if you listed Excel as one of your skills and you made spreadsheets for your campus job, you might write something like this:
  - HR Assistant — Dean's Office — Sept. 2019-May 2020
    - Used Microsoft Excel to track payroll
  - Your bullet points should always start with "action" verbs. Instead of writing in full sentences, start each bullet point with a verb that precisely describes your work and the outcomes of that work. Here are some examples:
    - Created a brochure that increased event attendance by 20%
    - Tutored 12 high school students to improve math test scores
    - Managed a team of 8 to organize biannual events
    - Redesigned website and increased website traffic by 25%

**Relevant Experience:**

List your relevant, unpaid experience here. Examples are volunteer experience or community engagement on campus.

Use the same action verbs in your bullet points here.

## Content for CVs

**Content from Resume:**

- Include the same content from your resume and add the following sections

**Awards and Honors:**

- In this section, include any awards you've won. They could be anything from scholarships and making the dean's list to research or publication awards.

**Publications:**

- These can be peer-reviewed publications or creative publications. List anything that was not self-published here.

**Work and Relevant Experience:**

- You can include all paid and unpaid positions you've held on your CV. If there is a page limit for the CV, only include experience most relevant to the application. If there is no page limit, you could include a comprehensive list of your work history. However, check in with a mentor to see what's appropriate for your CV and application.