Office of Intramural
**TRAINING&
EDUCATION**
NATIONAL INSTITUTES OF HEALTH

Guide to Converting a CV to a RESUME

Difference between resumes and CVs

Resumes typically highlight experiences and skills as they relate to a specific position, where a CV emphasizes primarily academic skills and accomplishments. For some positions outside of academe, it will be necessary to convert your CV to a resume.

Content

In converting a CV to a resume, it is critical to **tailor your skills and experiences** throughout your academic career to match the requirements of the job you are seeking.

For the body of your resume, some may choose to list experiences in reverse chronological order. You might also consider using a **combination of chronological and functional formats**. This format entails creating categories that highlight specific skills (e.g. Editing Experience), and then listing experiences in reverse chronological order within each category.

To develop appropriate category headings, it is critical for you to **study the job description**. When possible, use category headings that highlight skills required for the job to showcase skills you have developed in those areas.

Final tips

- Length: One- or two-page resumes are acceptable. If your resume goes to a second page, be sure to use a header that includes your name and page number.

- Omit reference to age, marital status, children, race, gender identity, or ethnicity.

- Make sure your resume is easy to read, using spacing, boldface print, and bullet points to highlight specific qualifications.

- Use action verbs to begin every job description, and avoid using jargon.

- Avoid using the first person on your resume ("I," "my," etc.).

- As resumes are read from left to right, be sure to list the most relevant information on the left (title, institution where you work, study, etc.). Avoid listing dates in left-hand margins.

- Consider creating separate documents for categories such as publications and references. You may be asked to furnish these later in the job search process. For each new document, use the same header you created for your resume (name, address, etc.), and use an applicable category heading (Publications, e.g.).

- Be sure to have several people, including a career counselor at OITE, critique your resume and/or CV when you have completed your draft. Your resume (and CV) must be totally free from errors!