



The Write Stuff: Resumes and Curriculum Vitae

The University of Toledo
Career Services



Your Resume

- Summary of relevant information and qualifications
- One or two pages in length
- Focused on accomplishments
- Appropriate for and preferred in business settings



Your Curriculum Vitae

- Detailed presentation of
 - educational history
 - professional qualifications
- Focused on credentials
- Often three or more pages in length
- Appropriate for academic and medical employment



FORMAT	STRENGTHS	WEAKNESSES
Chronological Resume	Showcases a strong career history Preferred by employers and recruiters	Spotlights any glitches in your work history
Curriculum Vitae	Used in the scientific, academic, and medical fields where doctoral degrees, research, publications, and presentations are important	Long and thorough Can make for a tedious read

Resume Magic, Susan Britton Whitcomb, 2003



Format

- List information in **reverse chronological** order—most recent activity first

Appearance

- Letter quality, printed on bond paper
- Font sizes between 10 -14 pts.
- Visually appealing, easy to read
- Name and page number beginning on second page
- Do not staple



Style

- Action verbs: “Managed” “Researched”
- Short sentences or bulleted items
- Omit periods after factual entries-- position title, degree, location
- Check word usage, spelling, punctuation



CV Sections

- Contact Information
- Education
- Professional Experience
- Research / Teaching Experience
- Clinical and Experiential Rotations
- Licensure/Certification
- Community/University Service
- Professional Associations
- Grants
- Honors/Awards
- Additional Experience
- Military Service
- Publications/Presentations
- References



Contact Information

- Name
- Address: Use permanent and current/local address, if applicable
- Telephone number
- Email (consider creating a separate email account for your job search)

JOB SEEKER
 1234 Student Lane
 Toledo, Ohio 43606
 419.555.1234
 job.seeker@utoledo.edu



Objective Statement

- **Optional** section for all job seekers
- Not used for faculty or postdoctoral positions
- If used, be sure to include at least two of the following items...



Objective Statements

- **Type of position/job function:**
pharmacist, researcher, academic advisor
- **Type of industry/organization:**
hospital, biotech industry, university
- **Knowledge, experience, or skills offered:** Licensure in Pharmacy, technical skills, teaching & counseling



Education

- Include title of dissertation, advisor's name, anticipated completion date
- Names of committee members--optional
- If appropriate, include information about current status: "Coursework completed, May 2007"



Education

The University of Toledo, Toledo, Ohio
Doctor of Philosophy candidate, Field,
 May 200X

- Thesis title: "Climbing the anharmonic ladder of vibrational states in CO"
- Research Advisor: Prof. Name

The University of Toledo, Toledo, Ohio
Bachelor of Science, Major, May 200X



Experience

- Include all experience relevant to your professional goal
- Divide into categories:
 - Professional Experience
 - Teaching Experience
 - Research Experience



Experience

Associate Clinical Director, Autism Center, Z College 2006-2007

Research Associate, Autism Center, Z College 2002-2006
Provided individualized treatment to children with autism using behavior management techniques. Managed research projects, parent training programs, evaluation and assessment of clients and management, and training of therapists.

Consultant, Armenian International Child Development Center, City, Armenia 2006
Developed programming for a new school for children with autism. Trained teachers, established classroom structure, and developed classroom programming during a two-week site visit.

Program Supervisor, Pacific Child and Family Associates, City, ST 2004-2006
Developed and managed behavioral programming for 8 children with autism in both school and home settings. Developed and conducted weekend trainings for therapists, supervised 20 therapists, and designed and conducted parent education sessions.



Experiential Rotations

Emergency Room: St. Charles Hospital, Oregon, Ohio, April 200X, Jo Smith, Pharm.D.

Internal Medicine: Toledo Hospital, Toledo, Ohio, March 200X, John Jones, Pharm.D.



Associations and Activities

- Include memberships in professional organizations
- List leadership roles, achievements and awards related to organizations or volunteer activities
- University committee work can be included



Publications and Presentations

- Usually listed last on the CV
- Standard bibliographic format for your field
- Subdivide if many entries by
 - Topic area
 - Publication format
- Always separate refereed articles



PUBLICATIONS

- Name, Name, **Candidate, J. A.** , & Name (in press, 2007). Treating Autistic Spectrum Disorder. In Name & Name (Eds.), *The Practice of Child Therapy*. Boston: Allyn and Bacon.

UNDER REVIEW

- **Candidate, J. A.** & Name (Revise and resubmit). Affective perspective-taking: Assessment and training of children with autism. *Journal of Applied Behavior Analysis*.
- Name, **Candidate, J. A.** & Name (under review). The versatility of the Picture Exchange Communication System (PECS) in special education settings.



Additional Information Section

Information that doesn't fit anywhere else

- Foreign language proficiency
- *Employment from 2000-2003 included retail and clerical work*
- Visa status allows 18 months U.S. work permission
- *Had five publications in refereed journals, 1995-1997*



References

- Use a separate page
- Include your name and the page number at the top
- Include the reference writer's name, title, organization, work address and phone, and email
- Select 3-5 individuals who know you professionally and can speak highly of you



Reference List: Example

Dr. Jill Smith
 Professor
 111 Wolfe Hall
 Mail Stop 000
 The University of Toledo
 Toledo, Ohio 43606
 Office: 419.530.1111
 Email:
 jill.smith@utoledo.edu

- Always ask permission before you include an individual and their contact information on your reference sheet
- Give your references a copy of your CV/resume so they will be prepared to talk to employers

DO's:



- Be clear, concise, careful, and consistent
- Be positive
- Have your documents critiqued by various people
- Proofread your documents many times
- Print copies on high quality paper
- Paper color: white or lightly shaded colors such as gray or cream
- Update your resume/vita regularly
- Tailor your resume/vita to each individual audience
- Keep one master document

DON'Ts:



- State salary requirements
- Give reasons for leaving employers
- Offer negative information
- Have spelling errors
- Be disorganized
- Use personal pronouns: "I" or "my"
- Use passive words or phrases: *responsible for*, *duties included*
- Exaggerate your accomplishments
- Include irrelevant or personal information

Do NOT include information about...



- Height
- Weight
- Marital Status
- Number of Children
- Date and Place of Birth
- Religion
- Disability
- Social Security Number
- License Numbers



Epsilen Electronic Portfolio

- Add your CV to the Epsilen Environment
- ePortfolio can include papers, research projects, course syllabi and blogs
- Free for UT students
- Register at **epsilen.com** with your first.last@utoledo.edu email address



Recommended CV Resources

- *The Chronicle of Higher Education: The CV Doctor*
<http://chronicle.com/jobs/tools/cvdoctor/2007/>
- *The Academic Job Search Handbook*, Vick and Heiberger
- *“So What Are You Going to Do with That?” A Guide to Career-Changing for M.A.’s and Ph.D.’s*, Basalla and Debelius



Faculty Remarks:

Strategies to consider when writing your CV

- Tailor the sections in your CV (& their order) for each specific job, highlighting directly relevant experience/expertise
- Play to your strengths. This might mean leaving some things out of your CV in order to emphasize others



Strategies to consider, continued

- Think about simple strategies for focusing attention to the most important item in a given section (e.g., total amount of funding awarded, important talks, etc.)
- Make sure that your CV is consistent with/reflects the material in any other documents that you will be sending out with your application



Some things you can do now

- Network. Be visible. If you attend a conference, try and meet people in your field.
- Find out what is considered most important in your field, and focus on that.
 - For e.g., if publications in peer refereed journals are most important, consider cutting back on contributions to non-refereed venues so you have more time to get out papers)



Things to do now, continued

- Be proactive. Seek out opportunities to do things which are in-line with your career goals. (For e.g., if you want to teach eventually, seek out tutoring & teaching opportunities, even if they are on a small scale)
- Collect example CVs and other relevant documents from friends/colleagues who have recently been successful in getting the kind of position in which you are interested



Questions??

Thank you!
