Contracting
Phase 0!!?
C.V. & Resume

IT Engineering II
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Résumé or C.V. ?

☐ Resume
☐ Curriculum Vitae

CV

☐ Appropriate for academic, research and government positions.
☐ Comprehensive of your entire academic and professional career. Usually a minimum of 3 pages.
☐ Focus on academic details.

Resume

☐ Appropriate for general class of jobs.
☐ Summary of your work experience. Not usually more than 3 pages.
☐ Focus is on your work history and not your academic background.
☐ More of a marketing tool.

What is **C**urriculum **V**itae

☐ A Curriculum Vitae includes
  - Latin curriculum, "course"+vitae genitive of vita, "life".
    ☐ "the course of one's life or career"
  - a list meant to document every job and degree you've ever received in your life (your educational and academic backgrounds)
    ☐ teaching experience
    ☐ research experience
    ☐ Publications
    ☐ Presentations
    ☐ Awards
    ☐ Honors
    ☐ Affiliations

C.V. is different countries

- ☐ In Europe, the Middle East, Africa, or Asia, employers expect to receive a curriculum vitae.
- ☐ In the United States, a CV is used primarily when
  - ■ applying for academic, education, scientific or research positions.
  - ■ It is also applicable when applying for fellowships or grants.

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Resume

- ☐ From French résumé, past participle of résumer, to summarize, from Latin resumere, to take back; compare resume
- ☐ career and educational summary meant to highlight your skills and experience
- ☐ A resume is a personal summary of
  - ■ your professional history
  - ■ Your qualifications.
- ☐ It includes information about
  - ■ your career goals
  - ■ Education
  - ■ work experience
  - ■ Activities
  - ■ Honors
  - ■ any special skills you might have.

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CV Structure (i)

- ☐ **Name, Address, Phone, Email**
- ☐ **Education**
  - ■ Degree
  - ■ Discipline
  - ■ Institution
  - ■ Date of graduation
  - ■ Advisor
- ☐ **Dissertation/ ThesisLicensure**
  - ■ List credentials and certifications

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CV Structure (ii)

- ☐ **Areas of Specialization**
  - ■ Optional but could include up to 8 bulleted phrases highlighting your skills
- ☐ **Teaching Experience, Research Experience, Related Experience _or_ Professional Experience**
  - ■ If you have extensive experience, your CV will be easier to read if you break it up into these categories.
  - ■ If you have limited experience, group all your experience into one category called Professional Experience.

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CV Structure (iii)

- ☐ **Publications**
  - ■ If your publications are numerous, they could comprise a separate addendum
- ☐ **Academic Service**
  - ■ Campus committees and organizations in which you had an actual role
- ☐ **Professional Affiliations**
  - ■ Memberships, conferences, etc.
- ☐ **Research Grants**

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CV Structure (iv)

- ☐ **Honors/ Awards/ Distinctions**
- ☐ **Languages**
  - ■ Only list language in which you are fluent
- ☐ **References**
  - ■ Generally list your references by name including their position, institution, phone number and email address.

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CV Distribution (i)

- ☐ How will you distribute your marketing materials?
  - ■ Hard copy? Fax? Or e-mail?
  - ■ What's best will be determined by the company you are writing to, and is usually mentioned in their ad.

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CV Distribution (ii)

- ☐ Hard copies
  - ■ Hard copies are OK when they are sent out to a specific hiring manager who doesn't have to deal with the deluge of the daily mail.
  - ■ Hiring managers, will tend to treat those hard copy CVs with less urgency than electronic versions
    - ☐ can be processed with a couple of mouse clicks.

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CV Distribution (iii)

- make it scanner friendly:
  - use only white or beige paper and plain fonts (which scan best)
  - avoid font treatments like underlining and italicizing.

CV Distribution (iv)

- E-mail copies
  - although there are still some problems with certain file translations and computers, the great majority of e-mailed documents reach their destinations in readable condition.
    - fix a formatting irregularity
    - font substitution.
  - But willing to do this, because the alternative (hard copies) requires me to get up off my chair and start searching through file cabinets.
  - When given a choice between having your resume sitting in the file cabinets or in the company's database where it can be scanned for keywords, you'll definitely want the latter.

CV Distribution (v)

- Word or RTF documents
  - no ZIP files, please!
  - seem to be becoming the de facto standard.
- Some people clip and paste the text of the CV into the body of the e-mail message just in case.
  - It is better than a Zarnegar document that no one can open.

CV Distribution (vi)

- And it is better than PDF documents.
  - PDFs look the best
  - ☺ You can preserve all the formatting and font selections and make your material print out beautifully.
  - ☹ They cannot be stored in a corporate database and cannot be keyword searched.
    - Long time ago! Try google desktop! ☺
  - Make sure you enclose either pasted ASCII text or a Word version as well.

CV Distribution (vii)

☐ Fax copies
  ■ Use the fax machine only when specifically requested by a hiring manager or advertisement.
  ■ Fax machines produce copies that most often cannot be scanned,
    ☐ They are losing the value that they once had for urgency.

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Delete the Following From Your Resume (i)

☐ Hobbies and Interests sections
  ■ I would suggest removing this area from a resume altogether, although many people would disagree with me.
  ■ They believe that there is some value to showing a side of you outside of work.
    ☐ Perhaps it is the workaholic in me, but I don't really care if you enjoy hiking and travel.
    ☐ What I am looking for when I scan a resume is how well qualified you are for a specific job.
    ☐ Does it really matter that you enjoy bowling, biking, or brewing beer?

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Delete the Following From Your Resume (ii)

☐ Academic CV relics:
  You should also get rid of all those oddities from the old-style academic CV.
  ■ names of your spouse and children
  ■ their birth dates
  ■ your social security number
☐ May be needed if you are applying for jobs in industry.

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Developing Your Resume

☐ The Objective Statement
☐ The Contact Information Section
☐ The Education Section
☐ The Experience Section

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What is an objective statement?

- A short section
  - usually 1-3 lines
  - often in the form of a sentence fragment
  - immediately below your contact information
- An "at a glance" picture of you and your career interests
- Other names: *Professional Objective, Resume Capsule, Career Goals, etc.*

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Why write one?

- Emphasize key qualifications, skills and/or goals
- Help your readers find what they need to know quickly
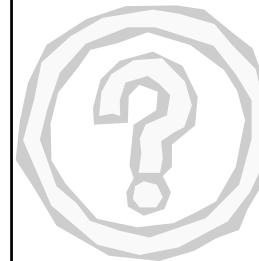- Make a good first impression

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Q: Is this a *good* objective statement?

An internship allowing me to utilize my knowledge and expertise in different areas

- Well-written but raises too many questions
  - What kind of internship?
  - What knowledge?
  - What kinds of expertise?
  - Which areas?

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A good objective statement answers questions

- What position(s) are you applying for?
- What are your main qualifications?
- What are your career goals?
- What is your professional identity?

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The importance of tailoring

☐ Sometimes one size does NOT fit all

☐ Each person and employer is unique in certain ways

☐ Aim for a custom fit when possible, but how?

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Getting started...

☐ Reflect on your overall qualifications and career goals
  - In what ways are they typical?
  - Unique?

☐ Research individual employers in your field:
  - In what ways are employers alike?
  - Different?
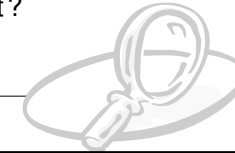
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Questions about you

☐ What are your
  - main qualifications
  - strengths
  - skills
  - areas of expertise?

☐ What position(s)-or type of position-are you seeking?

☐ What are some of your professional goals?

☐ What type of organization or work setting are you most interested in?

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Questions about employers

☐ What qualifications are most desired by employers in your field?

☐ What positions are available on the job market?
  - What are they titled?

☐ What are some goals of the organizations that interest you?

☐ What kinds of organizations are now hiring?

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"Instant" objective statements

- ***For practice, fill in the parts in brackets***
    - **To utilize my [qualifications, strengths, or skills] as a [position title]**
    - **A position as a [position title] for [company name] allowing me to develop my [qualifications, strengths, or skills]**
    - **An opportunity to [professional goal] in a [type of organization, work environment, or field]**
    - **[position title] with emphasis in [areas of expertise]**

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Which of your objective statements is "best"?

- The one that best…
    - Emphasizes your qualifications and/or goals
    - Appeals to employer expectations
- A trick question: You'll probably need to write *more than one* objective statement.
- Tailor for each type of position that interests you and, for best results, modify for each particular employer (as necessary)

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