

Resume

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

CV

- Detailed presentation of educational history & professional qualifications
- Focused on credentials
- Used for seeking faculty, research, clinical or scientific positions
- A comprehensive biographical statement (3+ pages) emphasizing professional qualifications and accomplishments

References

Skills

Experience

Interests

Education



Contact Information

Place in the header of the document

Name
Address
City, State Zip
Phone number
Email



Job Seeker
1234 Student Lane
Toledo, Ohio 43606
419.555.1234
job.seeker@utoledo.edu

Format and Appearance

- List information in reverse chronological order - most recent activity first
- Font sizes between 10 - 14 point
- Visually appealing, easy to read

Creating a Resume/CV for the Engineering Profession
Presented by Andrea Joldrichsen, MLS and Megan Gray, MEd

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When is a CV Appropriate?

- Applications for admission to graduate school
- Positions in academia:
 - School administration
 - Higher Education
 - Faculty/Teaching
- Research
- Consulting
- Grant Proposals

Education:

- Do not list High School information
- Only list colleges from which you have earned a degree
 - List academic honors, (GPA optional), student leadership/activities
- Current or most recent degree listed first
- Include title of thesis or dissertation, advisor(s) name, and anticipated completion date
- If appropriate, include information about current status: "Coursework completed, May 201X or ABD (all but dissertation)"

Example:

The University of Toledo, Toledo, Ohio
Doctor of Philosophy, Major candidate, ABD,
Anticipated completion May 201X

- Thesis title: "xxxxxxx"
- Research Advisor: Prof. Name

The University of Toledo, Toledo, Ohio
Bachelor of Science, Major, Awarded May 201X



Style

- Action verbs: "Managed" "R"
- Pay attention to past vs present
- Short fragments and bullet points
- Omit periods after factual entries
- title, degree, location, etc.
- Check word usage, spelling

Strategies

- Tailor the resume to highlight the position
- Play to your strengths; you may decide to use a resume/CV

Associations and Activities

- Include memberships in professional organizations
- List leadership roles, community/industry boards or organizations
- University committee work can be included

Publications and Presentations

- Usually listed towards the end of the CV
- Standard bibliographic format for your field
- If many entries, subdivide by:
 - Topic area
 - Publication format

**Also include Posters and Related Projects in a separate section.*

Experience

- Include all experiences relevant to your professional goals, including course projects, co-op/internships, volunteer positions, etc.
- Can divide into categories:
 - Employment History
 - Relevant or Professional Experience
 - Teaching Experience
 - Research Experience
 - Leadership Experience



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References

Select 3-5 individuals
who you know professionally and
can speak highly of you



(i.e., instructor, supervisor, co-worker)



Full Name, Credentials

Job Title

Company Name, City, State

Phone Number

Email Address

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



Strategies to consider



- Tailor the order of the sections in your CV to highlight relevant experience / expertise for the position you are applying to.
- Play to your strengths. At some point you may decide to remove items from your resume/CV to emphasize others.

Style

- Action verbs: "Managed" "Researched"
 - Pay attention to past vs present tense
- Short fragments and bullet point items
- Omit periods after factual entries; i.e., position title, degree, location, etc.
- Check word usage, spelling, punctuation

Do's:



- Be clear, concise, and consistent
- Have your document critiqued by various individuals
- Update your resume/cv regularly
- Keep one master document
- Include work authorization status
- Emphasize and expand relevant information; condense or leave out unrelated information

Don'ts:



- List salary or give reasons for leaving employers
- Have spelling errors
- Use personal pronouns: "I" or "my"
- Exaggerate your accomplishments
- Bold or capitalize unnecessary information
- Include irrelevant or personal information
 - Picture, height, weight, marital status, date/place of birth, religion, disability

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