

The Resume, CV and Cover Letters

Presented by Shelly Drouillard, Director
The University of Toledo
Experiential Learning & Career Services

**Why is a
resume/CV
important?**

Resume

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

Resume Sections

- Contact Information
- Objective/Summary
- Education
- Honors and Achievements
- Related Courses
- Related Projects
- Professional or Related Experience
- Other Employment
- Leadership Experience
- Technical Skills
- Language Skills
- Activities

Contact Information

- Name
- Address (optional)
- 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, alternatives could be Summary or Qualifications section
- 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

- Current or most recent degree listed first
- 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 201x or ABD"

Education

The University of Toledo, Toledo, Ohio

Doctor of Philosophy candidate, Field,

May 201X

- 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 201X

Experience

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

Relevant Experience

Research Associate, Autism Center, Z College, City, ST 2013-Present

- 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, International Child Development Center, City ST 2010-2012

- 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 2008-20010

- 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

Job Shadowing or Observation

Dermatology: Jo Smith, M.D., St. Charles Hospital, Oregon, OH April 200X

-Observed Dr. Smith and PA-C Jennifer Shaeff consult with patients and perform basic procedures such as surgical removal of melanoma and the removal of warts with the use of cryotherapy.

-Shadowed for a total of 8 hours with Dr. Smith and 4 hours with PA-C Schaeff.

Internal Medicine: John Jones, M.D., Toledo Hospital, Toledo, OH March 200x

-Observed Dr. Jones perform basic rounding duties and interacting with various medical staff to address patients plan of care and diagnoses.

-Observed patients with tachycardia, hypertension, obesity, arthritis, torn MCL/menisci, renal failure, respiratory distress, depression, and hypernatremia.

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

Curriculum Vitae [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

When is a CV Appropriate?

- Applications for admission to graduate or professional school
- Positions in academia:
 - School administration
 - Higher education
 - Institutional research and consulting
- Grant proposals
- Independent consulting

| 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 |

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

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.

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

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

PO Box 548
Hiram, OH 44234

Rick James

JamesRD@hiram.edu
Cell - (607) 237-7781 Home - (330) 569-5555

12 Davis Avenue
Johnson city NY 13790

Objective: Ambitious student with strong laboratory skills and impressive research experiences seeking entry-level biochemical research position.

Education **B.A., Biochemistry** Graduation Expected, May 2007

Hiram College - Hiram, OH
GPA - 3.52 Major GPA - 3.61

Related Coursework - Immunology, Bioinformatics, Vertebrate Biology, Genetics, Intermediate Organic Chemistry, Physical Chemistry I and II, Genetics, Bioinformatics, Molecular & Cellular Biology.

APEX Presentation: "The Functional Differences Between the Two Aconitases of *Agrobacterium tumefaciens* C58"

Laboratory Skills

- ◆ Primer Creation (Primer3 website)
- ◆ Gel electrophoresis
- ◆ SDS-page gel
- ◆ Cell culture and plate development
- ◆ Protein extraction and transposon work
- ◆ Some bioinformatics (ORF finder programs, BLAST, and Mfold)

Relevant Experience: **Researcher** May-August 2006
Hiram Genomics Initiative

- Constructed a partial genetic map for the genome of nitrogen fixing *A. vinelandii*
- Determined role of several enzymes in the metabolism of the soil bacterium and plant pathogen *A. tumefaciens*
- Developed the mutants for two malate dehydrogenase genes in *A. tumefaciens*
- Presently performing growth curves to determine the purpose of four mutants in *A. tumefaciens* for malate dehydrogenase

Teaching Assistant Spring 2006 - Present

Organic Chemistry Course - Hiram College

- Monitored students laboratory activities
- Assisted students with learning laboratory techniques
- Provided out of class help to students having difficulties with course content
- Examined lab notebooks for proper scientific format

Student Researcher Fall 2005

Molecular & Cellular Course - Hiram College

- Generated gene disruption mutations in *agrobacterium tumefaciens* and examined phenotype
- Examined biochemical pathways of *agrobacterium tumefaciens* using bioinformatics tools

Campus Involvement Vice President August 2006- present
American Institute of Biological Science - Hiram College

- Scheduled speakers to appear on campus
- Organized senior presentations for biology and biochemistry majors

References Available Upon Request

Rhonda Dolliver

87 Dearborn Avenue, Acton, TN 98543 • (324) 209-6543

Qualifications Summary

Administrative Support professional experienced working in fast-paced environments demanding strong organizational, technical, and interpersonal skills. Trustworthy, ethical, and discreet; committed to superior customer service. Confident and poised in interactions with individuals at all levels. Detail-oriented and resourceful in completing projects; able to multi-task effectively. Capabilities include:

- Customer Service & Relations
- Accounts Payable/Receivable
- Telephone Reception
- Word Processing & Typing
- Filing & Data Archiving
- General Accounting
- Computer Operations
- Office Equipment Operation
- Problem Solving

Experience Highlights

Administrative Support

- Performed administrative and secretarial support functions for the Vice President of a large sportswear manufacturer. Coordinated and managed multiple priorities and projects.
- Provided discreet secretarial and reception services for a busy family counseling center. Scheduled appointments and maintained accurate, up-to-date confidential client files.
- Assisted with general accounting functions; maintained journals and handled A/P and A/R. Provided telephone support; investigated and resolved billing problems for an 18-member manufacturer's buying group. Trained and supervised part-time staff and interns.

Customer Service & Reception

- Registered incoming patients in a hospital emergency room. Demonstrated ability to maintain composure and work efficiently in a fast-paced environment while preserving strict confidentiality.
- Conducted patient interviews to elicit necessary information for registration, accurate prioritization, and to assist medical professionals in the triage process.
- Orchestrated hotel special events and reservations; managed customer relations and provided exemplary service to all customers.

Management & Supervision

- Promoted rapidly from front desk clerk to assistant front office manager at an upscale hotel. Oversaw all operations including restaurant, housekeeping, and maintenance. Troubleshoot and resolved problems, mediated staff disputes, and handled customer complaints.
- Participated in staff recruitment, hiring, training, and scheduling. Supervised a front-desk staff.

Employment History

ACCOUNTING ASSISTANT, Guardian, Inc., Gonic, IL
PATIENT SERVICES REGISTRAR, Grogan Health System Hospital, Grogan, MA
ASSISTANT FRONT OFFICE MANAGER, Sheraton Exeter, Exeter, CA
RECEPTIONIST / SECRETARY, Family Counseling & Guidance Center, Griffith, CA
ADMINISTRATIVE ASSISTANT, Greenland Sportswear, Grant, CA

Education & Training

Grogan College, Exeter, CA (1988 - 1989)
Concentration in Business Administration
Technical College, Gonic, IL (1999 - Present)
Hager College, Grogan, MA (1996)
Introduction to Computers and MS Office 2000

Community Involvement

Committed to community service. Extensive volunteer history includes involvement in public schools, Habitat for Humanity, children's homes, and community soup kitchens, work with the elderly, and quilts for children with cancer.

Resume Examples

Gonna B. Doctor

gonna.doctor@richmond.edu

28 Westhampton Way : PO Box 21548 : Richmond VA, 23173 : Cell: (804) 254-0000

EDUCATION:

University of Richmond, Richmond, VA May 2007

Bachelor of Arts, Leadership Studies; Minor, Biology

Cumulative GPA: x.xx; Science GPA: x.xx

- The goal of Leadership Studies is to develop people who understand the moral responsibilities of leadership service to society
- Course highlights include philosophy, ethics, psychology, group dynamics, and diversity

RELEVANT EXPERIENCE

Intern, *Chippenham Orthopedic Center*, Richmond, VA, June 2005-August 2005

- Spent over 50 hours witnessing surgeries like rotator cuff, ACL, and meniscus
- Observed as well as participated in patient examinations including knee examination manipulation to determine whether the knee had an ACL tear

Observer, *Lewis Gale Hospital Cancer Center*, Roanoke VA, 1985-present

- Spent over 15 hours per day observing the life of health care professional
- Examined patients, interpreted X-rays, interacted with hospital staff, observed dictations and witnessed radioactive seed implants
- Observed how patient calls were handled from home as well as "on-call" hours
- Attended funerals of patients who lost their battle with cancer
- Witnessed first hand the physical and emotional effects the medical profession can have on family time

Observer, *Family Dentistry*, Roanoke, VA, 1985-present

- Spent over 15 hours per day shadowing Dr. Root Canal
- Observed dental operations including root canals, crowning, fillings, and cleanings
- Learned problem solving to determine which operation was necessary by looking at a patient's x-ray dental imprints
- Significant time spent interacting with dental hygienist, receptionists, and assistants learning more rewards and challenges of the health profession
- Experienced the rewards and drawbacks of dentistry both in and out of the office setting

Participant, *University of Richmond Mentor Program*, Richmond, VA, 2003-2005

- Placed three hours a month with mentors, an optometrist and an orthopedic surgeon
- Within the mentor network, encouraged to ask questions concerning specific medical positions as well as professions in general
- Networked and shadowed other physicians

ACCOLADES:

- **Cigna Scholarship** in science- four year scholarship program that requires participation in bi-weekly (1.5 hrs) as well as maintaining a GPA of 3.0
- CIGNA scholar has to prepare the information for at least one of these meetings.
- Attended two field trips in the fall and spring to expand diversity
- Various forums in which a prominent African-American will address and engage the CIGNA scholars in discussion

LEADERSHIP:

Senator, *Jepson School of Leadership Studies*, 2005-2006

- Planned events like having Jepson alumni return to speak on how to apply the Jepson school education to the working world
- Organized community events like a school wide essay competitions on how students can help their community

Co-Chair, *Peer Advising and Mentoring*, 2005-2007

Mentor, 2004-2005, **Mentee**, 2003-2004

- Student-run organization in which first year students are provided with an upper classman to help ease their transition into college life
- Organized and implemented social events for the group as well as organizing community events like a Black History Month program for the Boys and Girls Club of Virginia in which students played educational games to learn about

Co-Chair, *Pre-Orientation program*, 2006

Counselor, 2004-2005, **Participant**, 2003

- Program assisted the incoming 1st year students of color to adjust to the unique atmosphere of the University of Richmond
- Training the other counselors as well as deciding what events and speakers were going to be a part of the program

Class Cabinet, *Richmond College Student Government*, 2003-2004

- Increasing the unity of the Richmond College class of 2007
- Hosted events like a Super Bowl party, a class trip to a sports bar, as well as a class social

Recruitment Chair, *Black Student Alliance*, 2004-2006

- Created to increase diversity on the University of Richmond and to create a core group for African American students to express their concerns and be heard
- Recruited new members and maintained the current members in order for the group to grow and prosper

Attendee, *Black Student Leadership Conference*, 2004, 2005, 2007

- Learned how to be a more effective positive black leader and how to teach others to increase acceptance and diversity on campus

SERVICE:

Member, *Alpha Phi Omega Community Service Fraternity* (150 hrs), 2004-2007

- Encourages discovery and development of leadership abilities, making and securing enduring friendships, and planning and providing useful service to others
- A minimum of 25 hours of community service is necessary per semester in order to retain membership as well as attendance at weekly meetings (1hr)

Volunteer, *Virginia Home for Boys and Girls* (100 hrs), 2003-2005

- Served as a mentor for teenage boys tutoring both English and Spanish speaking boys in math, science and history
- Additional hours were also spent attending the boys' school events as well as coaching them in basketball

ACTIVITIES

Member, *Men's Varsity Basketball team* (26 hrs per week), 2004-2006

- Dedication to the basketball team was demonstrated through attending every practice as well as home and away games and every pre-season workout.
- Average of 30 hours weekly with the team off the court: traveling to and from away games, watching film, and working out in the weight room

Member, *Multicultural Student Union*

Member of *Ngoma African Dance troop*, 2004-2005

WORK EXPERIENCE

Landscaper, *L and R Landscaping*, Roanoke, Virginia, Summer 2003

Carpenter's assistant, *Coulter Construction Co.* Roanoke, Virginia, Summer 2002

Albert R. Heinstein

Office Address:
Environmental Science Division
Oak Ridge National Laboratory
Oak Ridge, TN 37831-6056
555-123-4567

Home Address:
207 Dispar Road
Oak Ridge, TN 37830
555-987-6543

EDUCATION

The University of Toledo, Toledo, OH
Ph.D. in Biology, Concentration: Cell and Molecular Biology, Expected December, 20xx
Master of Science in Biological Sciences, 20xx

Northwestern University, Evanston, IL
Bachelor of Arts in Biological Sciences, Concentration in Ecology and Evolutionary Biology, 20xx
Bachelor of Arts in Biochemistry, Molecular Biology and Cell Biology with honors, 20xx
Bachelor of Arts in Integrated Science Program, with honors, 20xx

AWARDS and HONORS

Hollaender Postdoctoral Fellowship, 20xx
ABCD Foundation Fellowship, 20xx
National Science Foundation Graduate Fellowship, 20xx-20xx
Andrew Mellon Foundation Graduate Research Fellowship, 20xx; Phi Beta Kappa, 20xx

RESEARCH EXPERIENCE

Postdoctoral Research: Environmental Science Division, Oak Ridge National Laboratory, 20xx-present (research adviser: Dr. Stephen H. Smith)

- Development of quantitative theory of hierarchical structure in ecological systems
- Analysis of how ecological communities reflect environmental heterogeneity at different scales
- Numerical study of foraging behavior with short and long-range movement in heterogeneous environments

Doctoral Research: Department of Biological Sciences, The University of Toledo, 20xx-20xx, (research adviser: Dr. James Brown)

- Field study of the impact of avian predation on *Anolis* lizards in the eastern Caribbean documents the importance of differences in spatial scale between prey and predators
- Theoretical analysis of spatial scale and environmental heterogeneity in models of predator-prey communities
- Analytical and numerical works show how species interactions can sharpen underlying environmental patterns and how heterogeneous environments can stabilize predator and prey populations

Undergraduate Honors Research: Department of Biochemistry, Molecular Biology, and Cell Biology, Northwestern University, 20xx-20xx (research adviser: Dr. Peter T. Williams)

- Investigation of primary events of bacterial photosynthesis
- Isolation and spectral analysis of photosynthetic reaction centers

RESEARCH INTERESTS

- Theoretical and field study of ecological communities
- The roles that spatial patterns and processes play in shaping communities
- How populations and processes that act on different spatiotemporal scales affect the behavior of ecological systems
- Influences of disturbance size and frequency on landscape structure

Heinstein, page 2

TEACHING EXPERIENCE

Instructor: Outdoor Education Program, The University of Toledo, 20xx-20xx

- Lectures and weekend outings, emphasis on alpine ecology, animal tracking, and wilderness skills

Co-Instructor: Biology of Birds, Stanford University, 20xx

- Lectures and field trips; with Dr. S.T. Phillips

Teaching Assistant: Systematics and Ecology of Vascular Plants, Stanford University, 20xx

- Laboratory and field trips

Teaching Assistant: Core Biology Laboratory, Stanford University, 20xx

- Ecology laboratory and discussion sections

Instructor: Chemistry Laboratory, Kendall College, Evanston, IL 20xx-20xx

- Sole responsibility for laboratory in biochemistry, general and organic chemistry

Wilderness Guide: Association of Adirondack Scout Camps, Long Lake, NY, 20xx

- Six-day canoe and hiking trips, with attention to Adirondack natural history

UNIVERSITY SERVICE

Tour Guide: Botanical tours of Stanford campus for organizers of Native American students orientation, 20xx

- Emphasis on native uses of plants

Guest Instructor: Jasper Ridge Biological Preserve Training Program, 20xx

- Interpretation of animal tracks and signs

Tour Guide: Ecology laboratory teaching assistant orientation, 20xx

- Led natural history tour of field site

Student Adviser: Integrated Science Program, Northwestern University, 20xx-20xx
Academic Committee: College of Community Studies, Northwestern University, 20xx-20xx
President and Member: Northwestern Students for a Better Environment, 20xx-20xx

PUBLICATIONS and PRESENTATIONS

Jones, J.T. and Heinstein, A.R. 20xx. Scrub Jay predation on starlings and swallows: attach and interspecific defense, *Condor* 90:503-505.

Heinstein, A.R. and J.T. Jones. 20xx. Avian predation on *Anolis* lizards in the northeastern Caribbean: an inter-island contrast, *Ecology* 70:617-628.

Heinstein, A.R. and J.T. Jones. Pattern and stability in predator-prey communities: how diffusion in spatially variable environments affects the Lotka-Volterra model, *Theoretical Population Biology* (in press).

Heinstein, A.R. and J.T. Jones. Predation across spatial scales in heterogeneous environments, *Theoretical Population in Biology* (in press).

Heinstein, A.R. and J.T. Jones. Species interaction in space, symposium paper presented at the 20xx meeting of the Ecological Society of America, Snowbird, UT; to appear in R. Ricklefs and D. Schuller, eds., *Historical and Geographical Determinants of Community Diversity*, University of Chicago Press, Chicago.

Adapted from The Basics of Science C.V.s: A Sample Research C.V., The Chronical of Higher Education, 3/2003

CV Example

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/vitae regularly
- Tailor your resume/vitae 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
- 

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 123
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 or resume so they will be prepared to talk to employers

COVER LETTERS

SUPERIOR Cover Letters

- Use an appropriate business letter format
- Catch the reader's attention
- Address the letter to the person with the hiring authority (*superintendent, personnel director, department chair*)

SUPERIOR Cover Letters

- ▶ Are conscious of the employer's point of view.
- ▶ Are concise - use only relevant information.
- ▶ Target your knowledge, skills, and experiences
- ▶ Match your skills to the employer's needs.
- ▶ Define your next steps

A Good Cover Letter Answers These Questions

- What skills or attributes do you bring to the position and organization?
- What specific accomplishments have you achieved which demonstrate these skills and attributes?
- Why are you interested in the position?
- Why do you want to work for this organization?

Opening Paragraph

- State your purpose for writing
- Name the position seeking
- Mention source of lead, referral or location of want ad
- Use the name of the person who recommended the position to you
- Capture the employer's attention

Middle Paragraph(s)

- Highlight related experience, education and activities
- Emphasize accomplishments and relevant skills using specific examples
- Present a match between qualifications and the job description requirements

Closing Paragraph

- Use a strong and confident close.
- Restate the solid match.
- Refer to enclosed resume.
- State your follow-up plans.
- Give a specific date.
- Ask for the interview!

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 example, if you want to teach eventually, seek out tutoring & teaching opportunities, even if they are on a small scale)
- Collect sample CVs and other relevant documents from friends/colleagues who have recently been successful in getting the kind of position in which you are interested

Recommended CV Resources

- *The Chronicle of Higher Education: The CV Doctor*
- 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

Questions??

For more information contact:

**The University of Toledo
Career Services
Student Union 1533
419.530.4341**

Website: toledo.edu/success/celcs