Resume and CV Resource Guide

How resumes and CVs differ:

Resume
- ✓ Short and concise (1-2 pages)
- ✓ Relevant information; customized
- ✓ Often used for industry jobs
- ✓ Bullet points, not sentences
- ✓ Objective/Summary/Profile

CV
- ✓ Longer (often 4+ pages)
- ✓ All training, background, experience
- ✓ Often used for academic positions
- ✓ Short paragraphs about projects
- ✓ Can provide references

How resumes and CVs are similar:

- ➔ Make good use of white space and have at least 1" margins
- ➔ Use 11-12 point font. Sans serif is easier on the eye
- ➔ Quantify achievements, if possible
- ➔ Use bold font to draw attention to section headers
- ➔ Use the S.T.A.R. Method to describe your experience: Situation, Task, Action, **Result**
- ➔ Start phrases, bullet points, and sentences with action verbs
  Be consistent with your verb tense
- ➔ Identify and display transferable skills as related to the job posting
- ➔ Check with spelling and grammar
- ➔ Use a single professional email address
- ➔ Add LinkedIn or professional website URL if desired

Recommended Sections

Identifying information - How do you want to be contacted?
Professional Summary or Objective - Most commonly found on resumes
Education - Include degree-granting institutions only
Awards and Honors - Include funding awards and recognition of excellence
Experience - List only relevant experiences in a resume, keep a master list separately
      Break this section into subsections to improve organization and readability
Leadership/Service - Name only relevant experience in a resume
      Break this section into subsections to enhance organization and readability

Resources

UM Career Center Resume Resources:
      https://careercenter.umich.edu/article/resume-resources

UM Career Center Transferrable Skills Resource:
      https://careercenter.umich.edu/article/phd-transferable-skills

UM Ross School Career Center Action Verbs
      https://michiganross.umich.edu/sites/default/files/uploads/Newsroom/pdfs/action_words.pdf

Harvard, Resume/Cover Letter Resources/Examples:
      http://ocs.fas.harvard.edu/files/ocs/files/phd_resume_cover_letters.pdf