

Resumes and Curriculum Vitae



Both the resume (résumé, resumé) and curriculum vitae (CV or vita) are common and essential professional, application documents. They are also living documents, meaning a writer constantly revises and updates both the content and format when applying for new positions or documenting additional education and experience. Although no single, strict format or set of rules exists for writing resumes and CVs, this handout provides basic, practical principles to help writers produce these documents professionally and effectively.

Resume vs. CV

Resumes are brief overviews of your education, skills, and experience that provide a first impression to potential employers and help you gain an interview. They are typically no more than 1-2 pages in length. A CV establishes experience and breadth and provides a detailed overview of your professional life, career and accomplishments. While a CV can be shortened to a functional or targeted document, you will always want to keep a full professional CV, multiple pages in length to keep track of your accomplishments and experience.

Audience

The single best thing you can do in writing your resume or CV is to **learn about your audience**. Tailor your resume to a specific job. The more you know about what employers are looking for, the better you can grab their attention by showcasing the skills and experience they want to see. Because every employer is different, each resume you make should be customized as much as possible for each different employer. Familiarize yourself with resumes and CVs from your field to mirror standard conventions for content and document design.

Content

Divide your resume or CV into sections to provide a framework for your qualifications and experience. While many documents provide information in reverse chronological order, remember that the order of your content matters—the closer to the beginning the more emphasis.

Anthony Smith
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Education
Brigham Young University, Provo, UT B.A.

- B.A. English (expected graduation April 2015)
- Major GPA: 3.84

Experience
Writing Tutor, BYU Writing Center (January 2014–present)

- Instruct tutees in the basics of organization, format content, and argument
- Adapt methodological approach based on students' level of experience, comfort, and academic proficiency
- Evaluate students' rhetorical weaknesses and assist in correction
- Participate in weekly pedagogical trains with writing center directors
- Assist in additional projects, currently working with materials committee to improve style guide handouts.

Law-Related Education Intern
The Constitutional Sources Project (August 2014–December 2014)

- Performed legal research on Supreme Court cases, archival records, and case law
- Drafted high school lesson plans scheduled for publication on ConSource website
- Simplified and integrated complex legal principles into high school educational materials
- Created engaging, interactive learning games for online education module
- Conducted innovative data-gathering, resulting in a 100% increase in affiliate database contact entries

Media Writer
The American Land Council (January 2015–Present)

- Create weekly opinion editorials intended for national publication
- Manage schedule for public relations interactions with political supporters
- Conduct interviews to gather narrative content for future publications

Skills

- Proficient in Adobe Illustrator and InDesign
- Proficient in Spanish speaking, writing, and reading
- Certified CRLA Level 2 Tutor

Interests and Activities

- Volunteer with Impact (peer mentoring organization)
- Vice-president of 500-member student organization, Gila Valley Institute of Religion
- Participant in HumorU, an audition-based stand-up comedy on BYU campus

Contact Information: Provide your name, address, phone number, email address. Email addresses listed should be professional and appropriate.

Qualifications Summary (resume) or Executive Summary (CV): This optional section provides an overview for the reader and highlights greatest or most relevant accomplishments

Education: Include schools attended, degrees earned or will earn (with anticipated graduation date). You may also choose to include majors or minors, select course work, GPA, study abroad, or other information you feel is relevant

Experience: Experience can include both paid and unpaid work. Include places of employment, dates of employment, job titles, job responsibilities. Begin phrases with active verbs. List specific, concrete or quantifiable details, measurable results, and transferable skills rather than simply stating generic or general responsibilities.

Skills: List computer skills, technical skills, foreign language abilities, any other relevant skills or abilities.

Interests and Activities: This optional section includes extracurricular activities, hobbies, and anything that tells an employer or reader more about your character and personality.

CV Content: CVs are more comprehensive than resumes and often include teaching, administrative, and research experience; publications; presentations; professional projects or lab work; memberships and affiliations with professional organizations; licenses; certifications; grants; thesis or dissertation information; and any other professional material.

Content to Avoid: Generally, avoid information that indicates your political or religious affiliations or blatantly reveals age, race, ethnicity, marital or family status. Also avoid listing high school experience on a resume, unless it is the only experience you have.

Read your resume or CV out loud. Have others review your work and provide feedback. Proofread for grammar and spelling. Save it as a PDF to keep the format from changing, with an appropriate, identifying title.

Formatting

The format of your resume or CV is critical and should enhance the visual appeal of the document as well as the readability. While templates exist, tailor your work to make sure you present yourself most effectively and set yourself apart from other applicants or professionals.

Anthony Smith

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EDUCATION

Brigham Young University, Provo, UT Apr 2015
Bachelor of Arts, English
Major GPA: 3.84

EXPERIENCE

WRITING TUTOR Jan 2014–Present
BYU Research and Writing Center Provo, UT

- Instruct over 150 tutees a semester in basics of organization, content, and argument
- Adapt methodological approach to a vast array of subjects based on students' level of experience, comfort, and academic proficiency
- Evaluate students' rhetorical weaknesses and assist in correction
- Train for 15 additional hours each semester with writing center directors
- Develop writing resources, including 7 handouts and 2 workshops per semester

LAW-RELATED EDUCATION INTERN Aug 2014–Dec 2014
The Constitutional Sources Project (ConSource) Washington, D.C.

- Researched Supreme Court cases, archival records, and relevant case law
- Drafted high school lesson plans scheduled for publication on ConSource website
- Simplified and integrated complex legal principles into high school educational materials
- Created engaging, interactive learning games for Draper School System
- Conducted innovative data-gathering, resulting in a 100% increase in affiliate database entries

MEDIA WRITER Jan 2015–Present
The American Land Council South Jordan, UT

- Create weekly opinion editorials intended for national publication
- Manage schedule for public relations interactions with political supporters
- Conduct interviews to gather narrative content for future publications

PUBLICATIONS

Smith, A., Epps, T., Houston, J. **Directive Tutoring: Earning a Scholarship.** *Manuscript in Preparation.*

Smith, A., Marshall Q., Ball, K. **Understanding English – Never Made the Honor Roll?** *English Language Learning Weekly*, 65-68, 2014.

PRESENTATIONS

Smith, A., Jackson, C., Carter, S. **How to Deal with Problems in Tutor Training.** *Annual Meeting of University Tutors, Las Vegas, NV, USA, 2014*

Margins: Remember that you can adjust the margins to conserve space, shape the text, or maintain desired length.

Font: Choose fonts that are easy to read, whether they be **sans-serif** (like Arial, Helvetica) or **serif** (like Verdana, Times). Consider assigning one font for headings (preferably serif) and another for body text (preferably sans serif). For cohesion and clarity, do not use more than a couple different types of fonts. Your name is the most important thing on your resume or CV. and will be in the largest font.

Headings: Use headings to separate the sections of your document and increase the readability of your document. Be sure headings visually stand out from the text by varying font size and style (**bold**, CAPS, *italics*, font size). Limit the number of sections by carefully categorizing content.

Spacing: Use lines or spaces to separate your sections from each other and to provide white space: this makes your document more visually appealing. Use indentations to create space around the body text. Have info look complete or full without appearing crowded.

Bullets: Use bullets in subsections, especially with lists. Be concise, avoid complete sentences, and use active verbs to start phrases in bulleted sections

Bold: Use boldface sparingly, only to make headings more visually distinct, or (even more rarely) to emphasize things of paramount importance.

Consistency: Be consistent in spacing, format, and content. Remember to make sure verbs are parallel (present tense for current experience, past tense for past). Use left alignment, except for when listing dates.

Optional: When appropriate, consider using readable color to make your resume more appealing. Additional design elements or formats may be acceptable in creative fields.