

**CONSTRUCTING YOUR  
CURRICULUM  
VITAE &  
RESUME**



# **IT'S GOOD TO BE OVER-PREPARED**

- **Be open to suggestions**
- **Listen and respect different opinions**
- ***Do above and beyond* research**
- **Treat as a job**
- **Be accountable**

# RESUME vs. CV

## **RESUME**

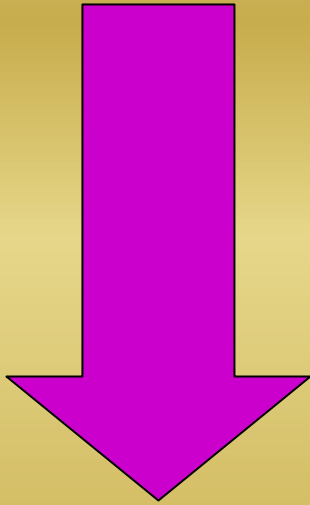
- **Emphasizes brevity & conciseness**
- **Usually 1-2 pages, depending on work experience**
- **Format of choice in business, industry and government, and staff positions in academia**

## **CURRICULUM VITA**

- **Emphasis is on elaboration**
- **Usually more than 2 pages**
- **Emphasis on research and teaching experience, and publications**
- **Format of choice in academia, medicine, research institutions and labs, and some non-profits**

# RESUME TYPE-

# CHRONOLOGICAL RESUME



- Written in *Reverse* Chronological Order
- Emphasizes Work/Experience History
- Organized by target sections
- Type Most Preferred by Employers
- Applies to CV

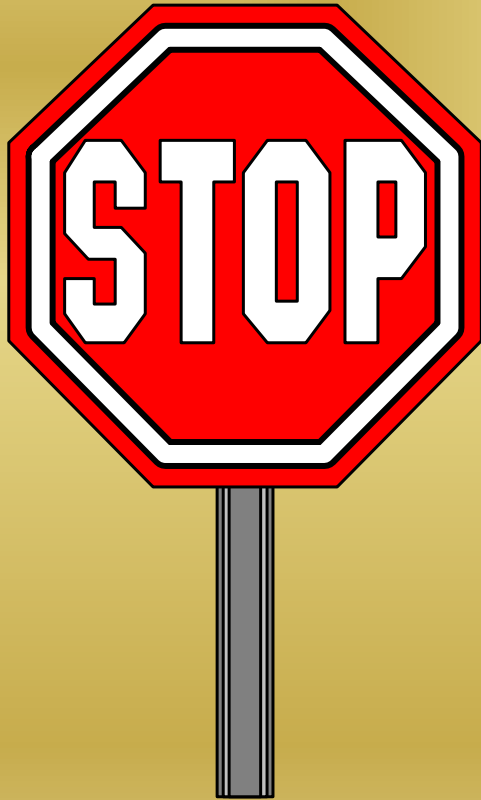
**STRATEGY-**  
**APPROACHING THE RESUME**

**Curriculum  
Vitae**

**can serve as a  
Master  
Resume**



***BEFORE***  
**YOU BEGIN WRITING**



**Put First Things First**

- **Assess**
  - Skills
  - Attributes
  - Experience
- **Research**
  - Your Field
  - The Firms
  - The Position

# **DETERMINE YOUR MOST MARKETABLE ASSETS**

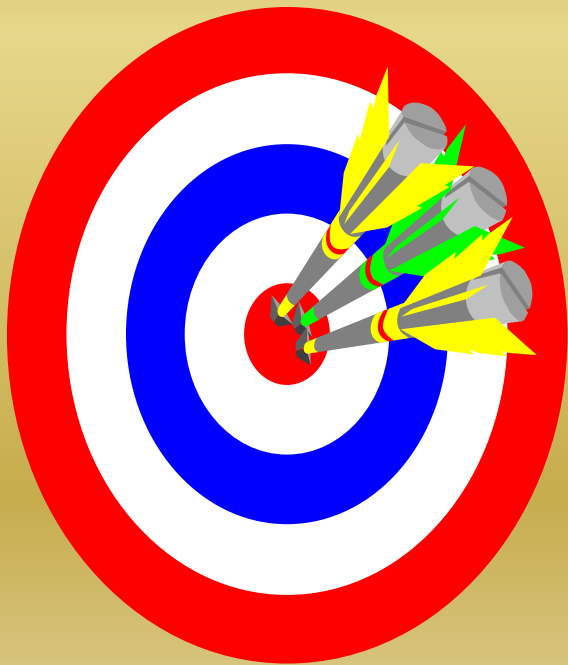
- **Carefully review the position description to identify required and desired skills, knowledge, and abilities.**
- **Use your network or call to find out the real requirements.**



# TARGET YOUR RESUME

**TARGET**

**your resume and  
every section in it to the  
position for which you  
are applying.**



# **THERE IS NO MAGIC FORMAT**



## **Key Principles**

- **Content:**  
**Document Skills and Experience**
- **Stress Accomplishments**
- **Be Easily Read**
- **Look Professional**

# RESUME CONTENT

- **Personal Information Warning**
- **Heading**
- **Objective**
- **Education**
- **Professional Certifications / Credentials**
- **Summary of Skills**
- **Professional Experience**
- **Other Categories**



# Curriculum Vitae-

## ADDITIONAL CATEGORIES

- **Publications**
- **Presentations**
- **Research or Teaching Interests**
- **Intramural (Institutional) Service**
- **Extramural Academic Service**
- **Grant Support/Reviewing Experience**
- **Editorships**
- **Consulting Experience**
- **References**

# **STRESS**

# **ACCOMPLISHMENTS**

- **Generate a List of Accomplishments**
- **Quantify results with \$ # %  
Grades**



# CONTENT FORMAT

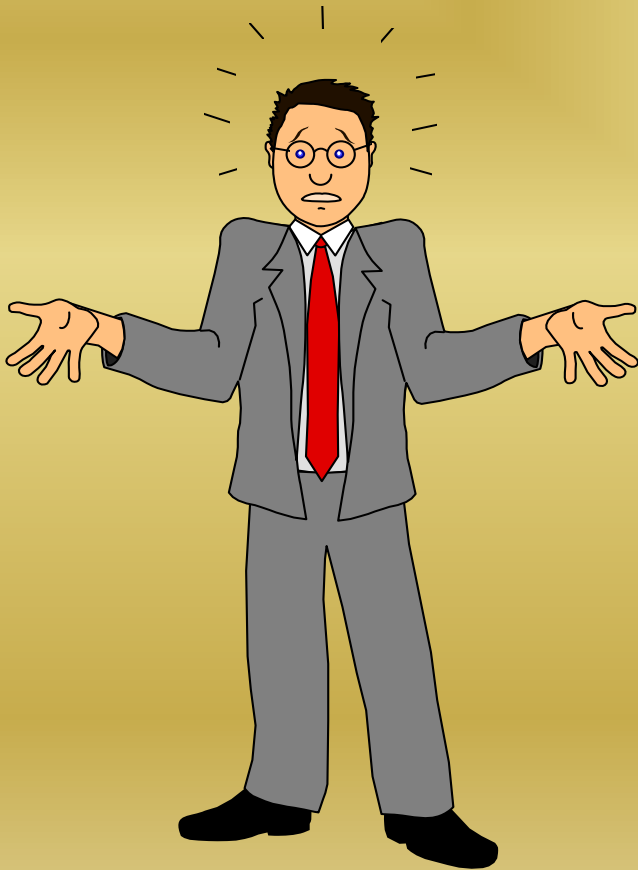
## BE EASILY READ

- Use **Bullet Point** format
- **Judicious use of BOLD**
- **Chunking**
- **Font type and size**
- **Margins**
- **1 page- myth or reality?**
- **E-resume Consideration**



# STYLE

## LOOK PROFESSIONAL



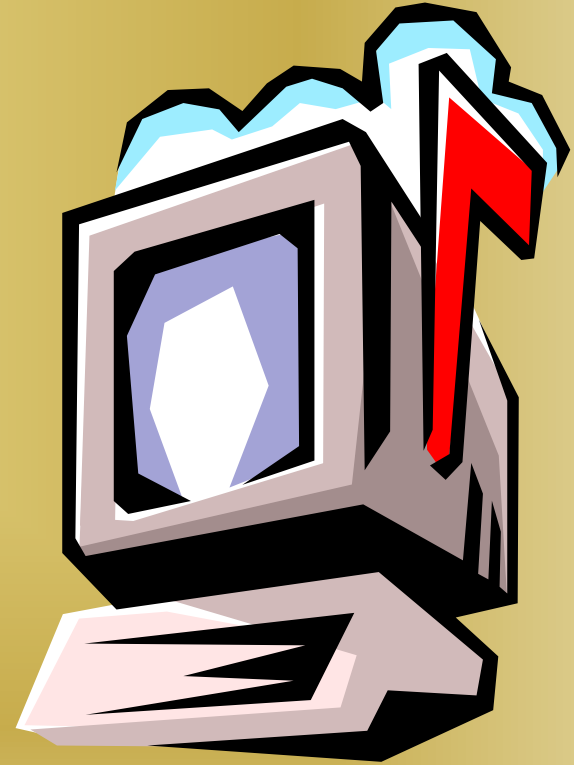
- **Aesthetically Pleasing**
- **Well-Balanced**
- **Organized**
- **Conservative**
- **Quality Paper**

# **JOB SEARCH**

## **CORRESPONDENCE**

### **THE COVER LETTER**

- **Excellent marketing tool**
- **Address Specific Person**
- **Identify Position**
- **4 Major Points**
- **Highlight Your Most Salient Qualifications**
- **Ask for an Interview**
- **Don't make it too lengthy**



# REFERENCES

- **Resume vs. CV**
- **3-5 Strong References**
- **Professional Contacts (favorable)**
- **Contact Info.**



# SUMMARY

- **Assess your skills, strengths & accomplishments**
- **Research your industry, firms, and job positions**
- **Begin with a CV (aka- master resume)**
- **Tailor to position**
- **Apply the key principles:**
  - **Content**
  - **Stress Accomplishments**
  - **Easy to Read**
  - **Look Professional**

**Be Over-prepared!!!**

# ADDITIONAL ASSISTANCE

*Visit the*

**Caltech Career Development Center**

**(626) 395-6361**

**Career@Caltech.edu**

**<http://www.career.caltech.edu>**

**GOT QUESTIONS?**



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