



University of Vermont Graduate Writing Center Resumes and CVs

A well-written resume or CV (curriculum vitae) can help you stand out from other candidates not just by recounting your past experiences, but by making clear connections between your qualifications and the skills desired by an employer. Resumes are a concise one or two full pages, with a focus on professional experiences and skills. Unlike resumes, CVs can extend beyond two pages to cover additional academic-related experiences, a must when applying for academic and research positions. The most important idea to remember is that the more closely you can match your qualifications to the position description, the better you show your value and the more likely you are to get an interview. Below, you will find some general tips for developing and crafting an effective resume.

General Tips for Success

- **Tailor your resume/CV to the position description.**
 - Start by analyzing the position description. Ask yourself:
 - What is the mission of the organization?
 - What are the required qualifications? Desired qualifications?
 - What keywords do they use throughout the description?
 - Make a list of your qualifications that connect directly to the position description and think about what specific examples you can use to demonstrate those skills
 - Do some extra research by looking at the organization’s website or social media. Look at their “about me” section or recent news. Are there any aspects of their work or specific projects you could speak to through your resume?
- **Decide on a format and order.** Does the employer specifically ask for a resume or a CV? Chronological resumes typically list professional experiences first in reverse chronological order (most recent experiences first). If you are looking to change fields or highlight transferable skills, you may want to try a functional resume, which focuses on skillsets rather than individual positions. CVs typically start with your academic background.
- **Create action-oriented descriptions of your past experiences.** For each position, create a bullet-point list of skills and accomplishments, with the most important/relevant to the desired position first. Start each bullet with an action word (see list below for ideas) and focus on specific goals and results.
 - **Less effective:** I was responsible for analyzing large datasets on outdoor activity engagement
 - **More effective:** Analyzed 5,000 surveys using OLS regression in SPSS to examine the effects of COVID-19 on outdoor activity engagement
- **Know what to include – and not to include.** Certain employers, such as the U.S. federal government, can be very picky about resume content. For example, in a resume for a federal position, you must include hours worked per week and exact month/day start and end dates for every position. However, never include personal information (photo, SSN, age, etc.) and refrain from using I/my/me. Remember also to use active rather than passive statements (e.g. duties included, responsible for).

- **Double (triple) check your format, spelling, and grammar.** Mistakes provide evidence that you may not be detail oriented. Use multiple spell checkers (e.g. Grammarly), have other proofread your document, or try the “read aloud” feature in Word to catch any errors.

Action words

- Analyzed
- Applied
- Assisted
- Attained
- Collected
- Communicated
- Conducted
- Coordinated
- Created
- Delegated
- Demonstrated
- Designed
- Developed
- Edited
- Evaluated
- Examined
- Facilitated
- Founded
- Generated
- Investigated
- Maintained
- Managed
- Operated
- Oversaw
- Planned
- Prepared
- Reported
- Researched
- Supervised
- Surveyed
- Wrote

Sections of a Resume and/or CV

Resume and/or CV?	Section	Description
Required for both	Contact Information	At the top of the page, include your name, address, email address and phone number. You might also include a link to a personal website or LinkedIn profile.
Required for both	Educational background	Focus on completed/expected degrees and minors/concentrations. May include a few extracurriculars if relevant. For CVs, you might add your thesis/dissertation title and advisor/committee names
Required for both	Experience/Professional Experience/Work Experience	The core part of the resume, this is where you list your previous work titles and a bullet list for each of skills/accomplishments. For a CV, you might only include the titles unless the skills are relevant to the position to which you are applying
Optional for both	Objective/Professional Summary	Similar to an elevator pitch, this section can be used to quickly summarize your experiences and connect them to the position at hand. Can be one sentence to one paragraph.
Optional for both (required for functional resume)	Skills	Use this section to convey 5-10 specific hard or technical skills, such as expertise in particular software programs (ArcGIS, R, SPSS) or types of analyses, but only if you can't fit them into your work/professional experience descriptions
Optional for both	Certifications/Professional training	Professional certifications or trainings relevant to the position to which you are applying
Optional for both	Volunteer/Community Involvement	Worthwhile if you are looking to show involvement in a specific community (geographic or interest-based) or if you

		have done volunteer work related to the position to which you are applying
Optional for both	Professional Affiliations or Memberships	Include only those relevant to the position to which you are applying
Optional for both	Languages	Fluent written/spoken in desired language listed by the position to which you are applying
Optional for both	Awards, Honors, Grants, Assistantships and/or Scholarships	Can be academic (e.g. honor societies) or professional (e.g. workplace awards). Include the year received and amount if a grant.
Generally required for CV	Research/Field Experience	Details your experiences with lab/field research. Organize by project.
Generally required for CV	Teaching Experience/Interests	List teaching experiences, including both class name and position (e.g. instructor of record, co-instructor, teaching assistant). You can also include tutoring experiences.
Generally required for CV	Publications	Academic only in a standard format (e.g. APA, MLA). For publications with multiple authors, use formatting to distinguish your name (e.g. underline, bold). You may subdivide into publication types (e.g. journal articles, books, book chapters) and include invited or submitted publications.
Generally required for CV	Presentations	Like publications, include only academic presentations given outside your University/School in a standard format with your name distinguished. Include conference names, dates, and locations
Optional for CV	Dissertation/thesis abstract	This section may be more common depending on your field or the position for which you are applying (e.g. a postdoc)
Optional for CV	University/Department Service	Academic-related volunteer work, such as curriculum committees, graduate student association positions, hiring committees, etc.
Optional for CV	Mentoring Experiences	List student/types of student projects you have mentored
Optional for CV	Seminars/Lectures	Presentations given within your University/School using the same format as publications/presentations
Optional for CV	Popular Publications	Non-academic publications, such as op-eds and magazine articles using the same format as publications/presentations
Optional for CV	Journal Appointments	List journals for which you are an editor or have completed reviews

Chronological Resume Example

Miriam Webster

81 Carrigan Drive, Burlington, Vermont 05405

Miriam.webster@uvm.edu • 802-802-8080

OBJECTIVE

Recent Master's graduate looking for a position where I can apply my knowledge in science communication and previous science writing experience to empower individuals to use data to improve the well-being of humans and nature.

EXPERIENCE

Aug. 2018- **Graduate Research Assistant**

Dec. 2020 University of Vermont; Burlington, Vermont

- Communicated scientific findings through academic journal articles, conference presentations, stakeholder meetings, and policy briefs
- Researched science communication best practices and gave three workshops on effective science communication for graduate students
- Analyzed quantitative and qualitative data using SPSS and NVivo to understand community discourse around the gains and losses related to climate change

July 2015- **Science Communicator**

Aug. 2018 Environmental Nonprofit Organization; Washington, D.C.

- Designed social media campaigns that increased engagement by 50% on the organization's Facebook and Instagram accounts
- Planned and facilitated a series of workshops for 50 teenagers on environmental activism
- Created a strategic communication plan with quarterly goals and evaluation metrics that helped raise membership numbers 25%

EDUCATION

2020 **Master of Science Communication**

University of Santa Cruz

2015 **Bachelor of Science**

Oberlin College

VOLUNTEER EXPERIENCE

2018-2019 **Communications Coordinator**, University of Vermont Rubenstein School of Natural Resources

- Managed communications efforts, including the design of a monthly newsletter, email event invitations, and posters

2015-2017 **Board Member**, Environmental nonprofit or school organization

- Led a Giving Tuesday fundraising campaign that raised \$10,000 in additional funds

Curriculum Vitae Example

Miriam Webster

81 Carrigan Drive, Burlington, Vermont 05405

Miriam.webster@uvm.edu • 802-802-8080

OBJECTIVE

Recent Master's graduate looking for a position where I can apply my knowledge in science communication and previous science writing experience to empower individuals to use data to improve the well-being of humans and nature. My graduate research used framing theory to examine gains and losses in community discourse related to the impacts of climate change.

EDUCATION

- 2020 **Master of Science Communication**
University of Santa Cruz
Thesis: Title of Your Thesis
Advisor: Peter Pictionary
- 2015 **Bachelor of Science, *summa cum laude***
Oberlin College

RESEARCH EXPERIENCE

- Aug. 2018-
Dec. 2020 **Graduate Research Assistant**
University of Vermont; Burlington, Vermont
- Analyzed quantitative and qualitative data using SPSS and NVivo to understand community discourse around the gains and losses related to climate change
 - Communicated scientific findings through academic journal articles, conference presentations, stakeholder meetings, and policy briefs
 - Researched science communication best practices and gave three workshops on effective science communication for graduate students

PROFESSIONAL EXPERIENCE

- July 2015-
Aug. 2018 **Science Communicator**
Environmental Nonprofit Organization; Washington, D.C.
- Planned and facilitated a series of workshops for 50 teenagers on effective science communication for grassroots environmental advocates
 - Designed social media campaigns that increased engagement by 50% on the organization's Facebook and Instagram accounts
 - Created a strategic communication plan with quarterly goals and evaluation metrics that helped raise membership numbers 25%

HONORS AND AWARDS

2020 Outstanding Master's Thesis, University of Santa Cruz
2019 First place, Five-minute Thesis Competition, University of Santa Cruz
2016 Outstanding Board Member, Environmental Non-profit
2015 Phi Beta Kappa, Oberlin College

PUBLICATIONS

Webster, M. and Pictionary, P. 2020. A paper from my dissertation. *Journal of Science Communication* (5): 234-250.

Pictionary, P., Todd, M., and **Webster, M.** 2019. A co-authored paper. *Journal of Applied Environmental Communication* (10): 333-343.

PRESENTATIONS

Webster, M. 2020. A paper from my dissertation. *International Environmental Communication Conference*. Virtual. May 20-21.

Pictionary, P. and **Webster, M.** 2019. A co-authored paper presentation. *Ecological Society of America*. Pittsburgh, PA. July 20-25.

TEACHING EXPERIENCE

University of Vermont

Spring 2018 Environmental Communication, *Co-instructor*

Fall 2019 Human Dimensions of the Environment, *Teaching assistant*

Oberlin College

Spring 2015 Biology I Tutor

UNIVERSITY SERVICE

2018-2019 **Communications Coordinator**, University of Vermont Rubenstein School of Natural Resources

- Managed communications efforts, including the design of a monthly newsletter, email event invitations, and posters

VOLUNTEER EXPERIENCE

2015-2017 **Board Member**, Environmental nonprofit or school organization

- Led a Giving Tuesday fundraising campaign that raised \$10,000 in additional funds