

CV's & RESUMES



Academic Success and Career Center

WASHINGTON STATE UNIVERSITY

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OVERVIEW OF CV's & RESUMES

What is a Curriculum Vitae?



What is a Resume?

How are they similar or different?

What are the key components?



WHAT IS A CURRICULUM VITAE?

A CV or Curriculum Vitae is a repository of all academic credentials, experiences, publications, and achievements

- Used primarily in the world of academia in the US, internationally it could be the same as a resume
- Students typically need a CV if they are preparing for or attending a graduate-level program or applying for positions in academics, science or the medical field
- There are no set page limits, should be comprehensive and detailed



WHAT IS A RESUME?

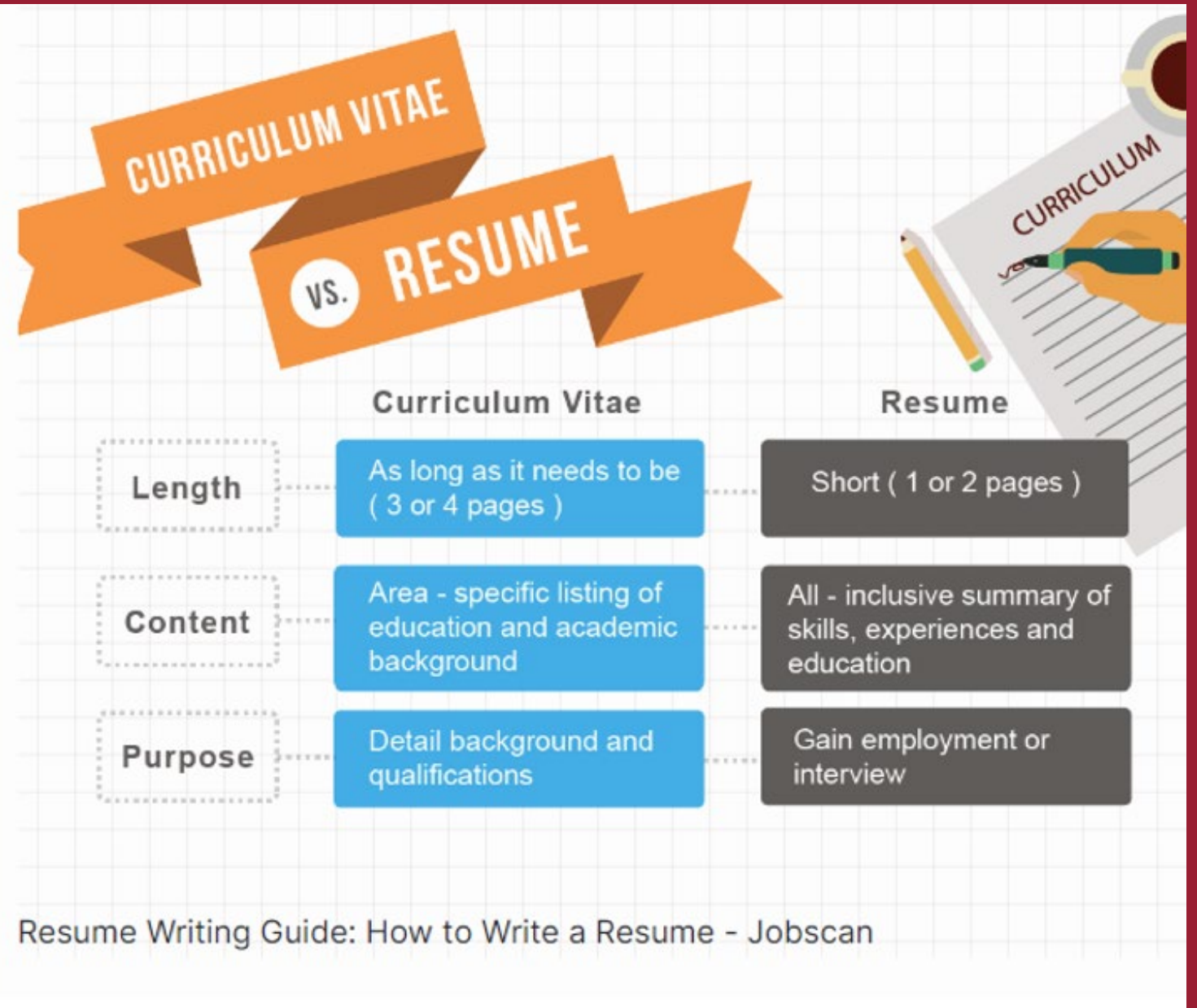
- A document that highlights your **education, experience** and **skills** as they relate to a particular position
- A professional image you craft for a specific employer
- Typically 1-2 pages depending on experience



GETTING STARTED:

ASCC.WSU.EDU/CHANNELS/CREATE-A-RESUME-COVER-LETTER/

ASCC.WSU.EDU/CHANNELS/MASTERING-THE-CV/



WHAT GOES ON A CV vs RESUME

Curriculum Vitae



CONTACT
INFORMATION



EDUCATION



PROFESSIONAL
EXPERIENCE



PUBLICATIONS



HONORS AND
AWARDS



GRANTS &
FELLOWSHIPS



TALKS AND
CONFERENCES

Resume



Contact Information



Education



Professional Summary



Honors & Awards



Skills



Work Experience



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DIFFERENCES BETWEEN A CV & RESUME

	CV	RESUME
Goal	To obtain an academic position or grant	To obtain a non-academic job
Audience	Academics	Potential non-academic employers Networking contacts
Structure	Text rich, narrative style	Minimal text supported by achievement- oriented bullets
Content	A complete history of academic pursuits, including research, teaching, awards, & service Tailored to highlight fit with specific job/department or institution OR your ability to conduct research aligning with funding agency needs	Snapshot of your relevant skills & experience Tailored to highlight your fit with a specific job/firm/industry
Length	Flexible, as long as necessary to tell your story	Limited to 1-2 pp
Unnecessary Information	Activities outside of core academic pursuits of research, teaching, and services	Anything not relevant to the role/function/industry Personal Statement References

NOW THAT YOU KNOW THE DIFFERENCE....



AS A STUDENT...



WHAT CAN YOU
CONTRIBUTE TO A CV?



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FORMATTING YOUR CURRICULUM VITAE

-
- 1. Personal Information:** Include name, address, and contact information
 - 2. Educational Background:** The degree you are seeking; major and minor fields of study
 - 3. Professional Certifications and/or Licenses**
 - 4. Academic Teaching Experience**
 - 5. Research Experience**
 - 6. Other Related Work Experience:** Only if it is related to the position for which you are applying.
 - 7. Professional Development**
 - 8. Scholarly and/or Research Publications**
 - 9. Grants**
 - 10. Professional Organization Memberships**
 - 11. Professional Service Activities**
 - 12. References:** Always include references at the end of a CV

[Make Your CV Work for You](#) was originally published on [College Recruiter](#).

A CURRICULUM VITAE SAMPLE...

IRENE ANDERSON

example@example.com | H: (555) 555-5555 | C: (555) 555-5555
Brooklyn, NY 11215

SUMMARY STATEMENT

Versatile writer proficient in researching, writing and editing diverse content. Autonomous yet communicative with 17-year history of superior performance in remote environments. Works with minimal input to produce engaging, authoritative and error-free work. Possessing strong creativity to deliver unique copy and in-depth knowledge of audiences and reader communication.

CORE QUALIFICATIONS

- News writing
- Creative writing
- Research
- Consistent brand messaging
- Marketing and advertising
- Proofreading
- Proficient in Adobe InCopy
- Editing and review

EDUCATION

CUNY The City College of New York - New York, NY

Master of Arts: Creative Writing

New York University - New York, NY

Bachelor of Arts: Journalism

WORK EXPERIENCE

Content Writer | CNN Courageous - New York, NY 09/2014 - Current

- Collaborate with brand clients, media agencies and the CNN sales team to develop and pitch ideas that provoke thought and grab attention.
- Draft and oversee the publishing of three column pieces per news cycle.
- Provide creative oversight, writing support and guidance to all colleagues.

Writer | Morning Brew - New York, NY 04/2009 - 09/2014

- Drafted stories and other associated content for the daily newsletter.
- Generated ideas for a coordinated creation of other non-newsletter editorial projects,

such as educational pieces or feature news stories.

- Produced written content that catered to multiple platform audiences including email, social media and blogs.

Associate Writer | Meredith Corporation - New York, NY 06/2005 - 04/2009

- Collaborated with editors to plan campaign strategy and monthly topic coverage.
- Drafted short stories, approximately 1,500 words for digital publication.
- Assisted lead writers with collecting resources such as articles, essays, and other texts for main content publications.

TEACHING EXPERIENCE

Writopia Lab: New York, NY: 2015-2019, Part-Time Creative Writing Instructor

- Facilitated evening and weekend sessions of up to 10 students, as well as one-on-one private sessions covering the basics to advanced skills of creative writing.
- Provided students with a daily writing prompt and offered constructive feedback on the following session.

Barnard College: New York, NY: 2011-2014, Writing Adjunct Instructor

- Provided regular and constructive feedback to students in an objective, consistent, and timely manner.
- Presented common writing techniques and utilized literary resources to showcase successful examples of each technique.
- Defined goals and progress reports for lengthy essay assignments to encourage writing endurance and dedication.

Columbia University School of the Arts: New York, NY: 2008-2009, Assistant Professor of Writing

- Collaborated with colleagues to develop cohesive curriculums that enhance student creativity and innovation.
- Aided the Senior Professor in grading assignments, providing constructive feedback to students and offering support in selecting writing topics.
- Created and lead a workshop to over 75 participating students on the topic of proper citation in collegiate essays.

PUBLICATIONS

- New York Magazine (article) - Women Take Office (2020)
- Vanity Fair (article) - Red, Blue or Proud? (2020)
- Book - The policies of Politics (Published 2019)
- Book - Government Runs Wild: The Rise and Fall of Diplomacy (Published 2017)
- The New York Times Magazine (article) - What Did I Miss, America? (2016)
- Book - Women wear Pantsuits, too (2014)

- Weekly Column - New York daily News
- Biweekly Column- Morning Brew

GRANTS AND MEMBERSHIPS

Young Writers Award - New York Society Library

AFFILIATIONS AND MEMBERSHIPS

- Member - New York Writers Coalition
- Member - Writers Guild of America

CONFERENCES

- Attendee - New York Pitch Conference 2018 (New York, NY)
- Speaker - New York Pitch Conference 2015 (New York, NY)
- Reader - New York Pitch Conference 2014 (New York, NY)

LICENSES AND CERTIFICATIONS

Technical Writing Certificate - New York Institute of Technology

PROFESSION RELEVANT SKILLS

- Collaborative team player possessing impeccable grammar and in-depth comprehension of Microsoft Word and Office.
- Familiar with SEO practices.
- Skilled professional with core strengths in leadership and goal alignment across teams and external agencies.

LANGUAGE SKILLS

- Maintain advanced oral fluency in Portuguese and Spanish.
- Conversational ability in Romanian, building on an existing passive fluency.
- Ability to write with expert proficiency particularly in Spanish.

HOBBIES AND INTERESTS

- Reading
- Blogging



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QUESTIONS?

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