

# Resumes, Curriculum Vitae and Cover Letters

*Career Services*

# Resumes are subjective

Get as many opinions as you can!

Impress someone in 30 – 60 seconds

Is there a perfect resume? No, focus on creating a resume that you feel perfectly comfortable sending to potential employers

Are you comfortable sending your resume to employers?



# Know Yourself

Know your skills and abilities

Outline your experiences (Brainstorm)

Focus on your skills and qualifications from each experience listed

Be detailed and precise at this point; it is much easier to cut down a resume than it is to build it up

# Know Your Audience

Know what skills and qualifications the employer is looking for in a perfect candidate (Read job descriptions)

Examine yourself and focus on those qualities in which the employer is looking for in a candidate (Research, Networking, etc.)

# Style...

## Chronological

Most popular style

This style presents a candidate's background by discussing each experience in reverse chronological order

It emphasizes job titles and organizational names

Generally used by people with stable work histories

## Functional

Focuses on skills and qualifications of the individual

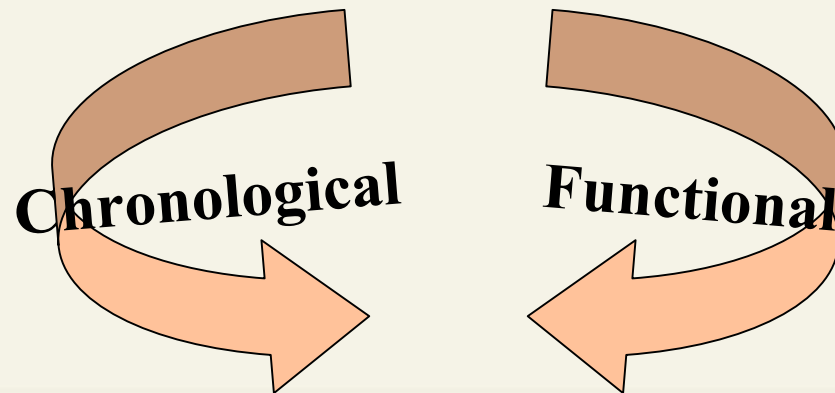
categories are defined by what you want to highlight

Individuals use this format to highlight transferable skills, hide large gaps in employment and/or the number of jobs they have held

# Hybrid Resumes

Use of a combination of the chronological format and functional format

Generally quite effective in that it avoids employers' questioning what you may be hiding



# Categories:

**Add and subtract as necessary**

Contact Information

Job Objective

Summary

Education and Training

Certifications

Professional Experience

Work Experience

Publications/

Research/Projects

Activities and Prof.

Memberships

Awards/Honors

Computer skills

Additional Skills

References

# Contact Information

- Proper Name
- Address where you may be reached
  - local and/or permanent
- Telephone Number
- Email - only if used
- Be sure to include zip and area codes
- In most cases it is not good to include a cell phone number

## Job Objective (Optional)

A brief statement indicating the type of position you are seeking.

It should be realistic and focus on what you offer rather than on what you want to gain.

According to some experts the job objective is not necessary

For example “To obtain a research associate position that will allow me to utilize my previous research experience and analytical skills.”



# Summary

Has been effective for previous Bloomberg SPH students

Emphasizes your qualifications up-front

List 3-5 relevant qualifications in a bulleted fashion

Match your qualifications to what the employer is looking for

# Education and Training

List educational experiences in reverse chronological order  
(current school first)

Do not include high school

Include the following:

- name of institution (**bold**)

- location (city/state)

- degree and major

- expected graduation date

- thesis or dissertation title

- certifications & special programs

# Sections within education

## Honors

Academic honors not activities

For example “Dean’s list”

## Relevant Courses/Certifications

For example “Vaccine Sciences and Public Policy”

# Professional Experience

This section is for experience directly relating to the position.

It should include jobs, internships, fellowships, volunteer work, and summer employment

May be titled in many different ways

Public Health Experience

International Health Experience

Relevant Experience

And more...

# Each professional experience should:

Be listed in reverse  
chronological order

Use action verbs which  
describe what you have done

The descriptions should  
include key words

## List:

Name of organization

Position held

- *Don't fabricate*
- *Bold*

City, State

Dates worked

Description of duties

- *Bulleted list preferred*



# Work Experience

This section is similar to professional experience, however, the items listed are not directly related to the career path you have chosen.

Do not underestimate this section! It may be used to show transferable skills such as communication, leadership, management and administrative skills.

# Publications/Research Projects/ Other Projects

Any research projects/publications/other projects  
that you participated in

Great if you don't have a great deal of professional  
experience

Underline your name when listing publications

# Activities/Professional Memberships

Memberships in student organizations, national associations, volunteer work, committees, and other extracurricular activities are listed here.

Prioritize your involvement by listing the areas directly related to your career goals first.

A great way to show transferable skills and your leadership abilities.



# Show your responsibilities related to your organization

## Include:

Name of organization

Positions held

Responsibilities using action verbs focusing on keywords and responsibilities relating to the position you are seeking

Dates of membership

# Computer Skills

List all relevant computer skills.

If possible list proficiency in software and programming.

Be specific: Don't just use Microsoft Office - list the programs and your proficiency

List any specific databases or programs you have used (SAS, SPSS, etc.)

# Additional Skills

Used for any item that you feel are relevant to the position

Create a specific title description

Cultural Experiences

Language Skills

Teamwork Experiences

# Miscellaneous

List other information if it is asked for:

Gender

Nationality

Birth date/Age

Marital Status

## References (Optional)

*Generally a filler line. You should have a separate sheet listing your references.*

# Listing References

Paper should match your resume paper

List:

Name

Position/Title

Agency/School/Company

Work address and phone number

Email address

List three to five professional references that can speak about your work values and ethics

If a certain number of references is specified, provide that exact number

# Paper

Cream or white

One that has texture and/or feel

The envelope should match the paper

The envelope should be large enough that you do not need to fold your resume

Stay away from patterns, marbles, etc.

Paper does not have to cost an arm and a leg

# Font

No larger than 14, no smaller than 10

Black only

Use Helvetica, Courier, Times New Roman or any style which may be scanned

Use bolding and underlining sparingly

Do not italicize if you think your resume will be scanned

# Dos and Don'ts

## Do:

- Be clear and concise
- Use abbreviations that are fully understood
- Include a cover letter if you are sending your resume to someone
- List page numbers and your name on each additional page
- Proofread!

## Don't

- Fabricate or exaggerate
- Use personal pronouns
- Staple or paper clip
- Round off your GPA
- Write long paragraphs or sentences
- List high school experiences
- Include any personal information (picture)
- Use Graphics



## Curriculum Vitae (CV)

*Applying to academic,  
international and  
fellowship opportunities*

# CV Vs. Resume

CVs can be much longer than Resumes

Provides an exhaustive list of all your experiences

CVs include more depth than Resumes

## More Depth

Professional, Vocational or Research Objective

Summary of Qualifications

Professional Licenses or Certifications

Education including Post Graduate, Graduate and Undergraduate Degrees and Studies

Listing of Relevant Course work to Match Career or Academic Objective

Educational or Professional Honors or Awards

Scientific or Academic Research, Laboratory Experience and Related Skills



## More Depth (continued)

Description of Thesis or Dissertation, Papers  
Written, Publications

Academic or Professional Presentations

Related Extracurricular Activities, Professional and  
Association Memberships

Community Involvement

Work Experience - Paid or Volunteer

## More Depth (continued)

Technical and Specialized Skills such as Computer Programming or Laboratory Instrumentation

Interests - Future Academic or Professional Goals

Travel / Exposure to Cultural Experiences

Foreign Language Skills

Additional Information that May Support Objective or Qualifications

# Be Detailed and Descriptive

This sounds better :

## Objective and Summary of Qualifications

Seeking acceptance into a Nurse Practitioner Program with goal of providing rural community service utilizing my extensive primary care background.

## Over 18 years Registered Nursing experience including:

Providing full-range of nursing care to patients and families of all ages from economically and culturally diverse populations.

Management in a department serving over 30,000 patients annually.

Training and supervising over 40 R.N.'s; assuming direct responsibility for total patient care; narcotics control, assessment and risk management.

Bachelor of Science in Nursing with Honors, University of Utah

# Be Detailed and Descriptive

Than this :

**Professional Goal:** Nurse Practitioner in rural setting.

**Summary:**

Staff Nurse - Duties include primary care of patients.

- Member of the IV Team.
- Participant in HIV Response Team



# International CVs

Each country may have different formats for acceptable CVs

Find out what format is accepted

Some European countries use keywords

Some countries have specific length requirements



# Cover Letters

## *Introducing Yourself*

# Cover Letters

Serve as an introduction to your skills/ abilities  
(resume/CV)

It is a request for an interview, not a request for a job offer

The letter expands on your experience and adds a personal touch

It goes beyond the skills and abilities and adds confidence to your presentation

First impression counts

# A Strategic Plan

Personalize the letter

Mention your unique qualities

Target your cover letter to what the employer is looking for:

Why you want to work there?

What qualities do you have that will be a “fit”?

Show enthusiasm with a positive attitude

# Construction Techniques

Keep your letter short and concise

one page (two pages is acceptable for academic positions)

3-5 paragraphs

no more than five sentences per paragraph

Use key words, action words, and self descriptive adjectives

Mention contacts and referrals

Always address to an individual



## Questions??

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