

## GRADUATES ON THE JOB MARKET – BEST PRACTICES IN CV, RESUME, AND THE INTERVIEW

### **CV and Resume – What’s the difference?**

A Curriculum Vitae (CV) is a detailed, lengthy, and structured listing of education, publications, projects, awards, and work history. The CV should address your aptitude, experience, and skills; and display your education related to a specific position. A CV is mostly utilized in academia, the medical sciences, law, and research-related careers.

By contrast, the resume is a brief (one to two pages) summary of your professional achievements and skills. While the CV provides a full record of your educational and professional life, a resume is typically tailored to a specific position and deliberately connects the applicant to the skills required in the new position.

### **What Goes on Your Resume?\***

- ❖ Contact Information
- ❖ Objective (Optional)
- ❖ Education
- ❖ Experience
  - Professional
  - Internship
  - Leadership
- ❖ Projects
- ❖ Skills
  - Technical
  - Language

### **Resume Do’s and Don’ts\*\***

YES	NO
<ul style="list-style-type: none"><li>● Tailor your resume for the job</li><li>● Make sure your contact info is current</li><li>● Be Honest</li><li>● Proofread</li><li>● Continuously update your resume</li><li>● Aim to limit to one page</li><li>● Include accomplishment statements that use ACTION, PURPOSE,</li></ul>	<ul style="list-style-type: none"><li>➤ Use “I” or “MY” statements</li><li>➤ Provide salary information</li><li>➤ Include references or state “available upon request”</li><li>➤ Include photographs</li><li>➤ Disclose personal information: age, gender, religion, weight, marital status,</li></ul>

<p><b>RESULT</b></p> <ul style="list-style-type: none"> <li>○ Action: start each bullet point with an action verb (i.e. developed, created produced, executed)</li> <li>○ Purpose: what was the purpose of your action, your responsibility, your assignment, project, ect.</li> <li>○ Result: what was the result of your action, what did you accomplish?</li> </ul> <p>Example: Developed (action) an after school tutoring program for elementary school children focused on reading comprehension skills (purpose) which resulted in participation of 20 students (result)</p>	<p>test scores, etc.</p> <ul style="list-style-type: none"> <li>➤ List skills without backing them up</li> <li>➤ Leave out dates</li> </ul>
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### **What goes on Your Curriculum Vitae?\***

In addition to sections included in a resume, below are possible sections to take into consideration:

- Academic and Research
- Certifications
- Educational Travel
- Grants Received
- Professional Affiliations
- Professional Presentations
- Publications
- Special Training

### **Format**

Prioritize the information on your CV, and provide it in chronological order.

Devote more space to the most important aspects of your background.

Consider developing more than one CV if you are applying for different positions.

### **Appearance**

Similar to a resume, a CV should be well structured, concise, and easy to read and follow. A CV differs from a resume in the sense that a CV can be as long as it needs to be.

\*Found on <http://www.fullerton.edu/career/students/resumes-cover-letters/curriculum-vitae.php>

## RESUME AND CV SUPPORT

### **For Action Verbs to Include in your Resume**

<http://www.fullerton.edu/career/students/resumes-cover-letters/action-verbs.php>

### **To see sample resumes and CVs, click on the link**

<http://www.fullerton.edu/career/students/resumes-cover-letters/sample-resumes.php>

## The Job Interview - Five Difficult Questions to Expect\*\*

1. **Why should I hire you?**
  - Focus on the organization's needs rather than your own.
2. **Tell me one thing you would change about your last position?**
  - Never criticize a former supervisor or colleague in an interview. Instead try to describe a positive change and fit it into the position that you are applying for now.
3. **Tell me about yourself**
  - Keep the answer brief, professional and try to cover a few topics such as education, work experience, and any recent career/ internship experience.
4. **What would your supervisor say about you?**
  - Use a recent positive performance review or mention the trait that you have that everyone comes to you for. You can come up with three or four words that would positively describe you (i.e. creative, thoughtful, hard-working, team player).
5. **Why do you think you will be successful in this job?**
  - Define what success means for the role you applied for and use examples of things you have done to make you the ideal candidate.

\*\*Information found in *Cal State Fullerton Career Guide: Eighth Edition*