

Resume vs. CV:

What's the difference?

*Primarily, the length, what is included and what each is used for.
Often times the words are used interchangeably to mean the same thing.*

- **Resume** – one or two page summary of your education, skills, and experience. Brief and concise - no more than a page or two.
- **Curriculum Vitae (CV)** – a longer (at least two pages) and more detailed synopsis.
 - Summary of educational background, teaching and research experience, publications, presentations, and affiliations.
 - Used when applying for academic, education, scientific or research positions.
- **Hybrid Resume/CV** – a combination that also includes research, publications, etc.

How important is your resume/CV?

The adage "You never get a second chance to make a first impression" is never truer than when you submit your resume. Because this is likely the first glimpse of you that employers will get, make it an impressive one. A great resume can open a door, but an inferior one can just as quickly close one.

~ Salary.com

*Your resume is YOU -
make sure it represents YOU well!*

The 5 P's of Resumes

- **Painless**

Easy to read, well organized; use bold to make things stand out and use same font type throughout, indent 2-3 levels only.

- **Perfect**

Proofread for spelling and grammar, consistent with punctuation, no personal pronouns.

- **Page**

One or two pages is best, 1", .75 or .5 margins (no smaller and make sure all sides are consistent).

- **Paper**

Resume paper subtle color and pattern (24 pound): if mailed do not fold - use large envelope.

- **Position**

Specific to the position you are applying for, use keywords from job description.



Outline of Presentation

**Not all of these sections are always necessary*

- Heading
- Section Titles
- Objective
- Education
- Experience
- CV Content
- Leadership/Involvement
- Honors/Awards/Professional Organizations
- Interests
- References



Heading

Julie Johnson

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jajohnson@ucdavis.edu • 530.200.8000

Julie Johnson

400 C Street
Davis, CA 95618

530.200.8000
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James Jenkins

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- **Name**

Large (20-22 font) and bold.

- **Address**

12 font, abbreviate state (preference as California is long – CA is easier and takes up less space).

- **Email / Phone**

12 font, no need to write “email:” and “phone:”, if you have home and cell write (hm) and (cell) after the numbers.

- **LinkedIn**

Make it appropriate and professional; can customize the url – under Profile – Edit Profile

Objective vs. Profile

**Goes at the top of your resume*

- **Objective**
 - Brief, but specific statement outlining the type of employment (or exact position) one is ***seeking or applying for.***
- **Profile/Summary**
 - Details strengths, experiences, interests, and skills that one ***has to offer*** the employer.

Objective

Example

Objective:

Seeking a summer externship in a small animal or mixed animal clinic to utilize my background and knowledge in veterinary medicine and strengthen clinical skills.

- **Objective vs. Cover Letter:**

Can include an objective if you don't have a cover letter – it introduces yourself to the employer. 50% of employers like objective statements while 50% think they are a waste of space, so it's your call here. They are nice for career fairs so that the employer knows immediately what you are looking for (externship, internship, job, etc.).

- **Short and Concise**

It should be specific and concise. 1-3 sentences, max.

- **One Personal Pronoun**

It should include very few pronouns: this is the only appropriate place to use a pronoun on a resume. Often “my” is used in objective statements.

Good Objective Statement

Examples

- "Seeking a quality small animal internship where mentorship is at the forefront in order to strengthen my clinical and communication skills while also serving as an asset to clients, patients and the practice."
- "To become an integral part of ABC Animal Clinic practicing ethical medicine, valuing clients and providing the highest level of care for patients."

Profile

Career Profile

Detail-oriented veterinarian who is proficient in handling complex medical cases including surgeries, ultrasound diagnosis, and medical reports analysis. Possesses a natural love for animals, great client service skills and a readiness to work around the clock.

- Can be called Profile, Summary, or Professional Summary
- Gives overview and detail of who you are and what you have to offer
- Makes the reader want to learn more

Profile Statements

- Goal-oriented DVM student with broad experiences in small animal medicine, exotics, and shelter medicine. Fluent in Spanish and traveled abroad to conduct research. Keen insight into managing client relationships. Willing to work a flexible schedule and open to relocation.
- Energetic, professional DVM ready for a dynamic position in equine medicine. Gained considerable knowledge through vigorous education, externships and senior rotations in the large animal stream.

Education

Education

Doctor of Veterinary Medicine

June 2018

University of California, Davis

Bachelor of Science in Animal Science

May 2014

University of California, San Diego

Qualifications

** Optional section; If you also have a “profile”, make sure your “qualifications” are more detailed.*

QUALIFICATIONS

- Passion for behavior medicine; skilled in handling aggression, anxiety, and compulsive behaviors.
 - Experience in dental cleanings, extractions, and other procedures.
 - Extensive client service background in small animal and large animal practices.
 - Background in research and teaching.
-
- Summary of accomplishments/skills/interests
 - Showcases what makes you stand out
 - Makes the reader want to see where you gained the skills
 - Can be easily altered to fit different positions

Experience

- **List Chronologically**

List experiences chronologically with most recent first within each category/heading.

- **Use Action Words**

- **Present/Past Tense**

Past jobs in past tense – present job in present tense.

- **Practices/Organizations Bold (usually)**

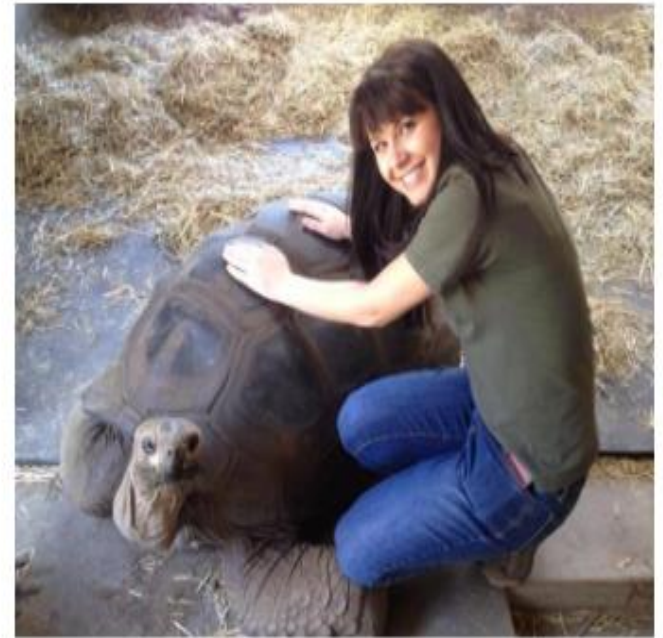
Often titles are fairly similar. If you have interesting titles, then you might switch and have your titles bold to stand out.

- **City, State**

List only city and state (no addresses or bosses name and contact info. That is for the reference page which is a SEPARATE page).

- **Include Dates**

Usually best on the right side of the resume (this is because the employer is more interested in your titles and companies and duties, not that you worked for one summer or 6 months).



Experience

VETERINARY EXPERIENCE

SMALL ANIMAL EXTERN

Sacramento Veterinary Hospital, Sacramento, CA

June 2015 – August 2015

- Assist veterinary staff with exams, vaccinations, anesthetic procedures, and surgery.
- Perform dental cleanings and in house diagnostic testing; administer medications.
- Provide grief counseling to clients considering euthanasia.



- Showcase your skills – what did you do, observe, assist with?
- Volunteer/Externships
You don't have to separate out volunteer in a different section unless you want to. Usually many of your experiences are as a volunteer. DO include externships!
- Do you list all of our jobs?
Often times the answer is "yes" to showcase your work ethic. You can put in another section called "Additional Experience" and not include descriptions, but include dates.

Leadership/Involvement

LEADERSHIP

Josh Project Coordinator

August 2015 – Present

SCAVMA

- Recruit, train and manage 30 volunteers.
 - Plan and oversee ten fundraising events throughout the year.
 - Manage budget, purchase Josh Kits and report annual fundraising totals.
 - Organize quarterly “Josh Days” at UC Davis Children’s Hospital.
-
- Employers expect to see this
 - What to List (Undergraduate)?
Only significant undergraduate involvement/leadership.
 - Involvement vs. Leadership
Be sure to list leadership titles/experiences as well as other involvement.
 - Don’t always need explanations



Interests – A good thing?

Yes!

Listing a few interests helps explain to the employer “who you are” and gives you more of a personal feel. They show you have interests outside of veterinary medicine and help form connections.



References

- Separate page
- Resume heading
- 3 - 4 qualified people
- Ask first & prepare them

Reference Page

William Howe

200 Sunny Drive • Davis, CA 95616
530.200-3000 • whowe@ucdavis.edu

REFERENCES

Jane Smith, DVM

Assistant Professor

Veterinary Medicine & Epidemiology Department

University of California, Davis

jsmith@ucdavis.edu





530.752-2000

- Use the same heading that is on your resume
- References available upon request – *Please do not put “references available upon request” at the bottom of the resume.*
Employers know they can ask for your references if they want them.
- 3-4 qualified people
You should be able to supply 3-4 qualified people. ASK FIRST - Make sure to contact these people in advance before listing them as a reference. Also, send them a current resume that they can refer to.

BELLA TREVINO

WEB DEVELOPER

CONTACT

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Chicago, IL 
[LinkedIn](#) 

EDUCATION

B.S.
Computer Science
University of Illinois
Chicago
2016 - 2020
Chicago, IL
GPA: 3.9
Presidential Scholarship
Cum Laude Society
Dean's List (6/8 semesters)

SKILLS

JavaScript (Angular)
HTML/ CSS
Python (Django)
SQL (PostgreSQL, Oracle)
REST APIs
Git

CAREER OBJECTIVE

Graduate of computer science with experience working across the full-stack of software development. Looking for a role where I can grow and learn from experienced team members while drawing on project experience I have already successfully executed.

WORK EXPERIENCE

Web Developer Intern

Book of the Month

April 2019 - September 2019 / Chicago, IL

- Developed in-house web app using Node, React, and HTML/CSS that allowed employees to manage and recommend books
- Gathered user requirements, and built and maintained code for the tool, saving employees 14 monthly hours in labor
- Collaborated with 3 interns and senior developer to brainstorm and implement ideas and feedback into app's development
- Selected as the top performing intern by the technology team

PROJECTS

Social Media Scheduler

Creator

- Built responsive app using Django and Node that allowed users to schedule social media posts across Instagram and Twitter
- Built features using scikit-learn in Python that learned the time of day of maximum engagement with social media posts, which increased overall engagement rate by 23% for users
- Released it for free for University of Illinois Chicago students, and it quickly grew to over 500 monthly active users
- Featured across 7 local newspapers, radio stations, and news networks with focus around use of Twitter and Instagram APIs

Computer Science Club

Co-founder






April 2017 - April 2020

- Presented a need for a computer science club to student government, obtained club approval, and secured club advisor
- Co-founded the computer science club at the University of Illinois Chicago to encourage exchanges among CS students surrounding new concepts and technical problems
- Led club members to spend 2 hours a week pair programming with another member to share learnings
- Partnered with journalism majors to attract 35 active members to the club in first year, using web and tv campaigns

ZEKE BOLIVER

SOFTWARE ENGINEER

CONTACT

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(123) 456-7890 
Austin, TX 
[LinkedIn](#) 
[Github](#) 

EDUCATION

B.S.
Computer Science
University of Texas
September 2017 - May 2021
Austin, TX
GPA: 3.4

Relevant courses

Data Structures
Algorithm Design
Database Management
Systems
Computer Vision
Software Design
Methodology

SKILLS

JavaScript (Angular)
HTML/ CSS
Python (Django)
SQL (PostgreSQL, Oracle)
REST APIs (GraphQL)
Git

CAREER OBJECTIVE

Collaborative computer science graduate. Eager to secure an internship using my experience with natural language processing and building web apps for non-technical users to further the mission of Coursera in democratizing education across the world.

WORK EXPERIENCE

Technician

University of Texas Help Desk
January 2018 - May 2021 / Austin, TX

- Worked 18 hours a week in the campus' largest computer lab to **troubleshoot students' issues with network connectivity, printers, and related technology**
- Streamlined the process of responding to issues by implementing a ticketing system and grouping similar issues together to reduce resources and time to complete inbound requests by 2 hours
- Answered phone calls, messages, and chatroom, and assisted with scheduling complex issues that required appointments
- Trained 3 freshmen help desk technicians in procedures, work ticketing system, and conflict management
- Performed software updates and routine maintenance on computers, printers, and copy machines

Research Assistant

UT Computer Science Institute
April 2015 - January 2018 / Austin, TX

- Developed an interactive web app for Trial, an app that streamlines the process of literature review for researchers in the University of Texas School of Medicine
- Researched and tracked potential programming solutions, and documented processes and fixes
- **Built a scraper in Python to structure data on 5K+ publications**, and used the Natural Language Toolkit library in Python for a more robust search of abstracts for research publications
- Provided ongoing app support to identify, fix, and test bug issues, and surveyed user feedback to implement changes that increased user satisfaction by 17%