

# Resume and CV Guidelines



## What is the difference between Resume and CV?

**Resume:** Brief summary of experience, used to apply for position

**CV:** Type of resume intended for academic or research positions

Resume Length:

Undergraduate: 1 page

Graduate: 1-2 pages

CV Length:

Graduate: 2-3 pages

Post-Grad: 2+ pages

## Sections

Use clear section headings to personalize your resume and highlight key experiences

### Required

Contact Information

Education

Experience

### Science

Publications

Conference Presentation

### Other

Leadership

Honors and Awards

Skills

## Writing Guidelines

- Use concrete and quantified descriptions
- Match to your audience
- Start sentences with strong action verbs

## Match to Audience

Identify key words from specific role - match your experiences to their desired skills and qualifications

- Add more bullet points under the most relevant experiences
- Move important experiences earlier in your document

## Action Verbs List

### Technical

assembled  
built  
devised  
developed  
engineered  
operated  
created

### Research

critiqued  
examined  
identified  
inspected  
interpreted  
researched  
summarized  
surveyed

### Leadership

applied  
arranged  
coordinated  
facilitated  
handled  
consolidated  
planned  
organized

## Concrete & Quantified

Include numbers to show impact

- # people in attendance
- # hours worked
- # money managed