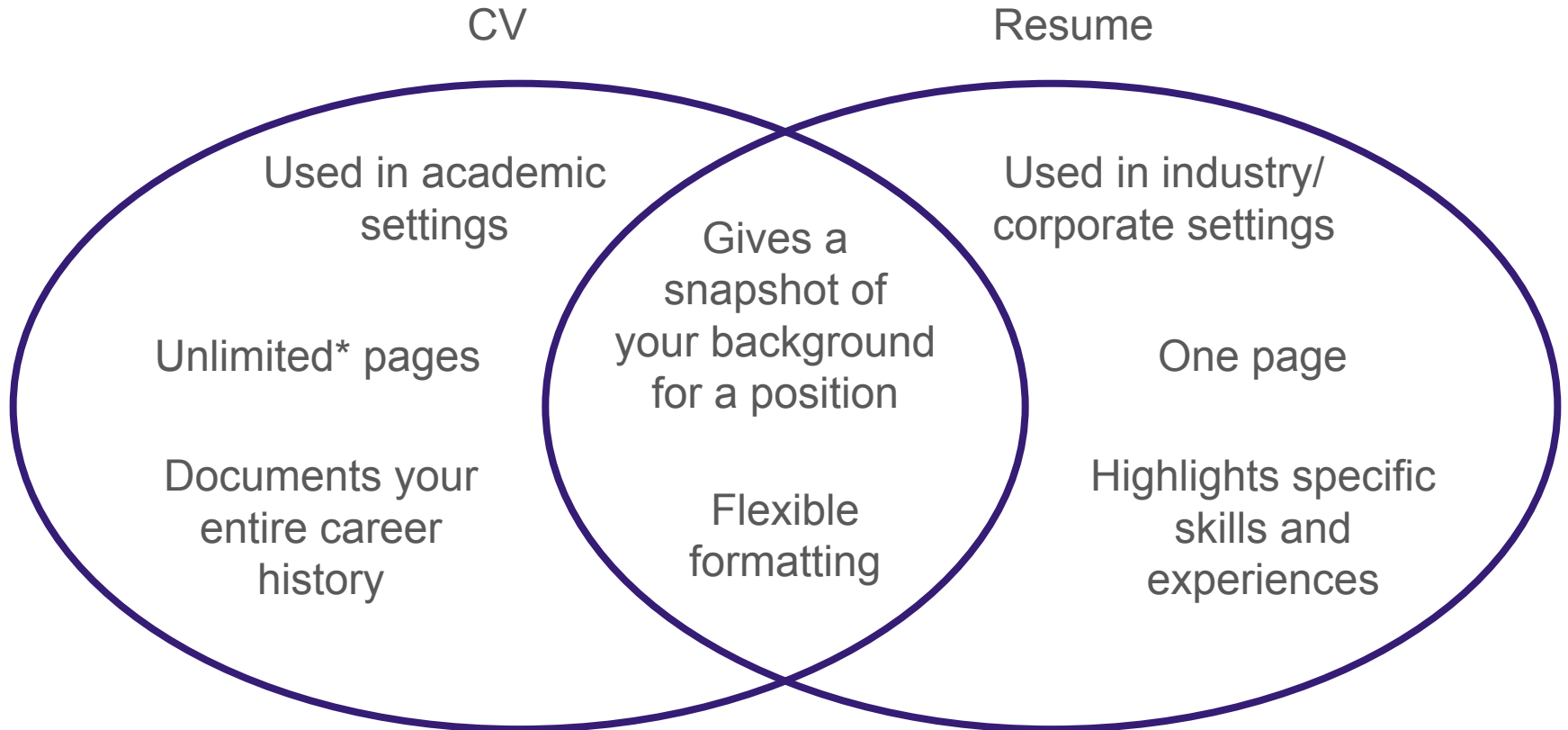


CVs and resumes

ASTR 2910 ★ Week 12

What are they?



What should you include?

1. Name and contact information
2. Education (last two institutions)
 - Research and work experiences
 - Specify position title, location, and dates
 - Include bullet points describing the work you did
 - List publications and presentations separately when you have multiple
 - Honors and awards
 - Leadership activities (when relevant)
 - Additional information (interests, programming languages, etc)

What should you NOT include?

- Headshots
- Lots of color and/or fancy formatting
- Summary/objective paragraphs
- Long lists of skills (especially with ratings – if you aren't confident in your skills, don't advertise them)
- References (unless explicitly requested)

Examples

[My \(graduate/undergraduate\) CV](#)

[Undergraduate student resume](#)

[Faculty member CV](#)

Tips

- Take liberties with formatting! Adjust margins, use bold/italics selectively, etc.
- Add hyperlinks where relevant
- When describing your experiences:
 - Use action verbs
 - Each bullet point should be its own sentence fragment
 - Try to fill out each line to the end (it looks way better)
- Tailor content to each application you're submitting (and pay attention to any length/content requirements)
- Update your materials frequently and keep a “master” document
- Have other people look it over/help! (*Columbia career counseling?*)

Template