CVs and resumes

ASTR 2910 ⋆ Week 12

What are they?

CV

Resume

Used in academic settings

Unlimited* pages

Documents your entire career history

Gives a snapshot of your background for a position

Flexible formatting

Used in industry/ corporate settings

One page

Highlights specific skills and experiences
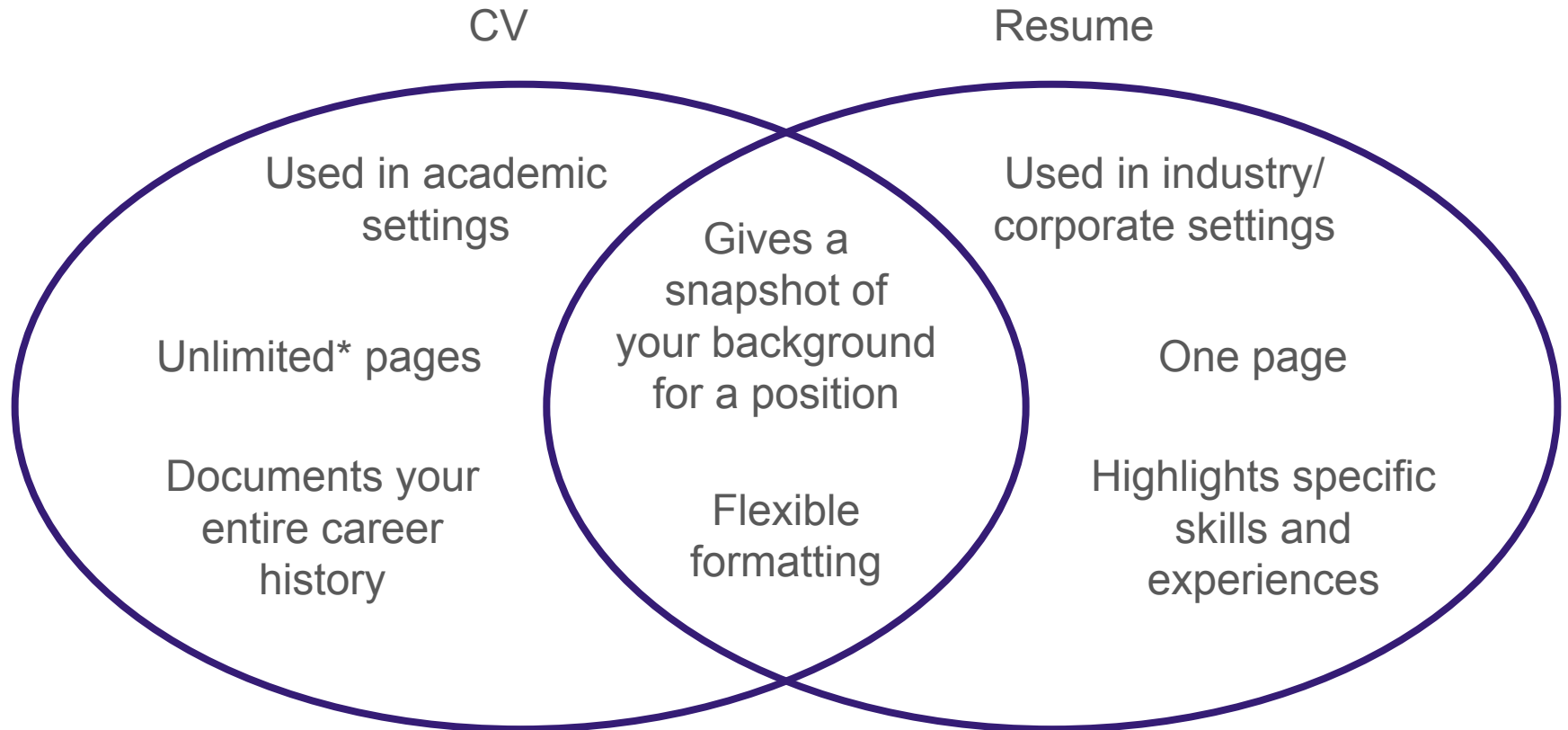
What should you include?

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