

# 14

## Special Styles, More Solutions

### Special Styles Matter

Some industries have evolved their own distinctive resume styles. If your resume is not in the appropriate style for your industry, then you will look like an outsider *even if you have the right experience*. For instance, believe it or not, airplane pilots and ship captains have their own style of resume. In this chapter, we will investigate a few of the more common style variations.

In some cases, the industry has a particular way of handling the information, and sometimes it just has a particular look that may be hard to describe but easy to show. Immediately following the narrative of this chapter are full-size samples of resumes that illustrate the points mentioned below. You may want to refer back and forth between the narrative and the samples to really get a feel for the different styles.

### Curriculum Vitae or CV (medical, scientific, academic)

**Samples:** *Joshua D. F. Gordon, Charyn Watkins, Larantomonga "Lara" Quantaragon*

A curriculum vitae, or CV, as it is commonly known, is a highly stylized type of resume. This style is common in education, science, and medical fields, especially for credentialed professionals. College professors, scientists, and doctors (and students who want to become scientists, professors, or doctors) use CVs.

In CVs, education always comes first, even if you're 80 years old. An objective is not used, but a section headed "RESEARCH INTERESTS" or similar may take its place. You never brag in a CV, but academic honors may be retained decades after they have been earned. Paid employment is

not particularly emphasized in a CV, and publications, presentations, research, and even classroom experiences may be featured. There is no length limit to a CV, and accomplished academics late in life may have CVs that are *dozens of pages long*. An important note for students is that “EXPERIENCE” may include full-time, part-time, paid, unpaid, and even volunteer experiences *mixed in together*. Bare listings, instead of narrative descriptions, are common. In a CV, job descriptions can be extremely brief or nonexistent.

For example, whereas in a regular job resume you might say “Developed curriculum for ‘Introduction to Physics’; taught classes to three sections, a total of 180 students per semester; conceived of and assembled experimental demonstrations as a pedagogical technique; graded labs and papers; fielded student concerns in class and out,” in a CV you would simply list:

Wolcott University, Centreville, Pennsylvania, 2009–2010

**Instructor**, “Introduction to Physics”

The careful choosing of headings organizes the experience in a CV. Thus, an experience such as being named a McNair Research Scholar could be listed under “EDUCATION” as an honor, or explicated more fully under “RESEARCH EXPERIENCES.” Publications can be listed all together, or subdivided into “BOOKS,” “ARTICLES,” “CONFERENCE PROCEEDINGS,” “ABSTRACTS,” “BOOK REVIEWS,” and “UNPUBLISHED PAPERS.” The person designing the CV has to decide which design will have the most Wow Factor with the intended reader. Here are some common headings for CVs:

Research Interests	Education	Honors & Awards
Sample Research Projects	Research Experience	Lectures & Presentations
Publications	Teaching & Tutoring	Service & Leadership
Academic Conferences	Symposia	Practica
Committee Appointments	Patents	Licensure
Major Papers	Thesis	Dissertation
Laboratory Skills	Languages	Study Abroad
Student Activities	Scholarships & Fellowships	Assistantships
Grants	Exhibitions & Table Topics	Affiliations
Consulting	Translations	Additional

There are many variations of CVs. Dr. Gordon’s CV is a classic model (see page 77). Note the human interest listing at the bottom, to distinguish this CV from what may be hundreds of others. The Charyn Watkins example illustrates how a student can feature classroom, internship, and field experiences over paid employment (see page 79). Paid employment, for students, is often irrelevant to their immediate goals. Finally, administrators may have CVs that have some of the features of resumes, such as more explication of duties and accomplishments. See Lara Quantaranton’s example for that style on page 80.

For more examples of academic, medical, and scientific curricula vitae, find a copy of my classic monograph, *Asher’s Bible of Executive Resumes*, or check out the CV sections of *From College to Career*.