CV & RESUME
GUIDE

What Is a CV and What Is a Resume?

Both are professional summaries of your experience, but they are used differently:

CV (Curriculum Vitae)

- Longer and more detailed
- Great if you have research experience, publications, presentations, or awards
- Commonly used when applying for research funding or positions

Resume

- Short and focused, usually one page
- Best when you have less research experience
- Great for initial outreach or volunteer research roles

How to Structure It

1

Header
Start with your name, contact information, and your university program and year.

Example:
Jane Doe
BSc Biology, 2nd Year, University of Victoria
jane.doe@sfu.ca

Keep it clear and professional.

Education

List your degree and institution first because research supervisors care about your academic background.

What to include:

- Degree name
- University
- Expected graduation year
- GPA (optional but strong if high)

Example:

Bachelor of Science in Biology
University of British Columbia, Vancouver
Expected Graduation: 2027
GPA: 3.8

2

Research Experience

This is the most important section for research positions.

For each role, include:

- Your title (e.g., Volunteer Research Assistant)
- Lab name and supervisor if applicable
- Dates involved
- What you actually did
- Outcomes or skills you gained

3

Example:

Volunteer Research Assistant
Dr. Smith's Ecology Lab, UVic
Sept 2025 – Present
• Collected and organized field data from 50+ samples
• Cleaned and analyzed datasets using Excel and R
• Summarized results in clear reports for the lab team

Pro Tip: Use numbers whenever you can. Numbers make your contributions visible and impressive.

4 Skills

Include both technical and soft skills. Labs love students who are teachable and can contribute.

Examples:
Technical: Python, R, MATLAB, Excel, PCR, microscopy
Research: Data cleaning, literature review, experimental design
Soft: Communication, teamwork, time management

5 Awards & Funding

Even small awards matter. List scholarships, academic awards, or research support.

Example:
Dean's List, 2024
UVic Science Research Award, 2025

Tips & Tricks

✓ Keep it to one page if you have limited experience
✓ Use bullet points, not paragraphs
✓ Format consistently (same fonts and style)
✓ Avoid personal hobbies unless relevant
✓ Quantify achievements
✓ Update it every time you do something new

Secret mentor tip:
Hiring committees spend about **10 seconds** on your CV. Make those seconds count with clarity and impact.

Good Luck! You got this!

Sincerely, the Under the Scope BC Team