

Resume and CV Workshop

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Learning Outcomes

Students will be able to:

- Distinguish between a resume and CV and articulate the key components
- Revise their current resume and/or CV based on the career services handouts
- Update their resume bullet points to align with the desired job description

Think of your life as a college student as your full-time job

Education

- Courses
- Major
- Research/Projects
- GPA

Personal Development

- Service Learning/Volunteer
- Internships
- Study Abroad
- Co-Curricular/Clubs
- Trainings
- Conferences
- One-Time Workshops
- One-Time Events



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Definitions

What is a CV?

Latin Curriculum Vitae (“the course of one’s life”) – a detailed description of all the academic activities and accomplishments you have accumulated throughout life (since college)

What is a Resume?

A strategic, targeted, and concise overview of the most relevant skills and experiences that relate to the particular career or position to which you are applying

CV Guidelines

- **Length:** No limit usually 2 or more pages
- Follow a specific format for section titles/headers
- **Font:** Clear, appropriate, readable (not cute), 10-12 pt.
- **Header:** Name, cell phone number, professional email address
- **PDF Format**
- **Chronological:** List most recent experiences first
- **Tense:** Past tense for prior experiences; present tense for current experiences (ex: 2013 - Present)

CV Format

What to include on your CV:

[Handout 1](#)

[Handout 2](#)

[CV Sample](#)

Gapping and Parallelism

Gapping: The use of incomplete sentences in order to present your information as clearly and concisely as possible.

No Gapping Ex: " I was a guest lecturer and grader for Geology 101, an undergraduate level course, during the Fall 2015 semester."

Gapping Ex: "Geology 101 (fall 2015); gave guest lectures and graded exams for an undergraduate level course."

Parallelism: Use the same structure of phrases (especially verb tenses) and visual aspects throughout the document. List information in the same chronological order in all sections (i.e most recent to oldest).

No parallelism Ex: *I enjoy reading, writing and to watch TV.*

Parallelism Ex: *I enjoy reading, writing and watching TV.*



Ice Breaker: Resume Review

[Resume 1](#)

[Resume 2](#)

Resume Guidelines

- **Max length:** Up to 2 pages
- **Consistency:** Font, punctuation, spacing, etc.
- **Font:** Clear, appropriate, readable (not cute), 10-12 pt.
- **Header:** Name, cell phone number, professional email address
- **PDF Format** when sending to employer
- **Chronological:** List most recent experiences first
- **Tense:** Past tense for prior experiences; present tense for current experiences (ex: 2013 - Present)
- **GPA:** Only if 3.0 or higher
- **Working document:** Always revise and update

Writing Bullet Points

- Start with an ACTION VERB ([action verb list](#))
- Target your skill set to match the opportunity
 - Integrate keywords from the job listing
- List most relevant job duties first for each position
- Describe how you use your skills in your bullets
 - Answer “Who, What and Why” when describing skills and tasks

Current or Recent Grad Example: Chipotle Food Service

Worked as a cashier.
VS.



Handled financial transactions between customers and company ensuring that data entered in the system was correct.

WHO, WHAT & WHY

Current Student or Recent Grad: Babysitter Example



Took care of two kids every day after school.

VS.

Maintained a healthy and safe environment for two children under the age of ten on a weekly basis.

Mid Level Example: Wellness Program Manager

Developed educational curriculum for participants

VS.

Developed educational curriculum for 12- week wellness programs to enhance teen participant's knowledge about health topics

Senior Level Example: Director of Non-Profit Organization

Developed partnerships with companies

vs.

Developed partnerships with 10+ companies quarterly to increase student employment/internship opportunities

Practice: Volunteering at a Shelter

Conversed with clients and gave out food at a shelter

VS.

??????

Practice: Volunteering at a shelter

Talked with clients and gave out food at a shelter

VS

Aided in the distribution of 50+ meals daily to clients in a shelter while providing words of encouragement



Practice: Tutor

Tutored students in math

VS.

??????



Practice: Tutor

Tutored students in math

VS.

Identified challenging areas for high school students and developed study material that improved their comprehension of math content



Resume Samples

[Sample 1](#)

[Sample 2](#)

[Sample 3](#)

Tailoring Your Resume To The Job Description

- Review job description and identify what's most important to the company
- Match your resume content with the job description
- Reorder, add, remove
- Provide compelling evidence- intergate numbers when you can.
 - Ex: Scheduled 60+ monthly visitor meetings and managed room set up and time logs
- Video

Applicant Tracking System (ATS)

An applicant tracking system is a software application that enables the electronic handling of recruitment and hiring needs.

- Applicant tracking systems collect and store resumes in a database for hiring professionals to access. Recruiters/hiring managers can then search and sort through the resumes in a number of ways:
 - Filter resumes by searching for key skills and titles
 - Some ATS systems can automatically compare your resume to the job description giving each resume a percent match score.

Over 90% of large employers use Applicant Tracking Systems (ATS) to track applicants and resumes and manage the entire recruitment process

Resume and Cover Letter Templates

- <https://tinyurl.com/TrinityCSTemplates>
- Google Docs- Search for templates
- Microsoft Word- When you open the program search for templates



Office of Career Services

Location: Trinity Library 103

Available Virtually: Monday - Friday 9am- 6pm

Email: careerservices@trinitydc.edu

Phone: 202-884-9363

[Make an appointment on Starfish](#)