Effective Resume Writing

Women in STEM Roadshow

Workshop 8

Karen E. Irving

Compare and Contrast

What is a CV?

What is a Resume?

CV – Curriculum Vitae

- From the Latin meaning "Course of life"
- **High level of detail**
  - Education, accomplishments, awards, honours
  - Everything that relates to your professional life
- Usually **in order ---** chronological or reverse chronological
- **Gets longer** as you get older and have more accomplishments

WRS2018

Resume

- **Concise** document
  - 1-2 pages
- **Specific objective**
  - New for each job/goal
  - Highlights specific skills
- **Not your entire life**; never gets longer than 1-2 pages
  - Does not have to be in chronological order

Review

Name three differences between a CV and a Resume.

Review

Name three differences between a CV and a Resume.
1. Length
2. Purpose
3. Layout

What to include in your resume?

What information belongs in your Resume?

ASSIGNMENT for tonight

Write a first draft of your resume.

- Identify your objective

- Include what you think belongs

- Electronic or paper

- One page

- Bring with you tomorrow

Tomorrow we will share more about resume writing

WRS2018

Effective Resume Writing

Women in STEM Roadshow

Workshop 1

JMI, Delhi

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What Belongs?

Sample I
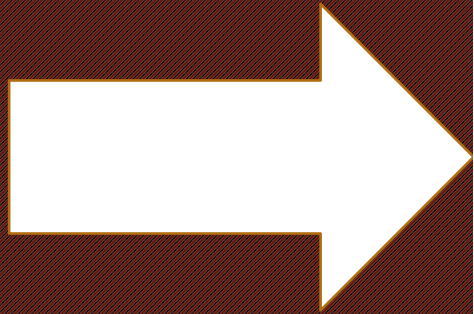
?

A. Personal Data

1.	Name of the Candidate	: Dr. YZYZ
2.	Father's Name	: Mr. K. John
3.	Place of Birth	: Khammam
4.	Date of Birth	: _____
5.	Sex	: Female
6.	Marital Status	: Married

What belongs?

Sample I

A. Personal Data

1. Name of the Candidate : Dr. YZYZ
2. Fathe ame : M   ohn
3. Plac irth : K   nam
4. Date rth : _____
5. Sex : Fe
6. Mar atus : M   d

Academic Details

Remove Table →

Qualification	Board/University	Year of Passing	Subjects	% of Marks	Division	Place of Study
S.S.C	Board of secondary education	April 1982	Telugu , Hindi,, English, Maths, Science, Social	75%	I	ZPHS Mahabubabad
Intermediate	Board of Intermediate	April 1984	English, Telugu, Botany, Zoology, Physics, Chemistry	59.1%	II	Govt. Junior College for Girls, Mahabubabad

Academic Details

Remove Table

Qualification	Board/University	Year of Passing	Subjects	% of Marks	Division	Place of Study
S.S.C	Board of secondary education	April			I	ZPHS Mahabubabad
Intermediate	Board of Interm...	4	Botany, Zoology, Physics, Chemistry	...%	II	Govt. Junior College for Girls, Mahabubabad

Sample II

G. DEEPTHI SUDHA

Contact Information? Missing??

ACADEMIC QUALIFICATIONS:

➢ PASSED HIGH SCHOOL IN 1988-99 WITH 80%.

➢ PASSED INTERMEDIATE FROM ST. FIDELIS SCHOOL IN 1999-01 WITH 80%.

POST APPLIED FOR : MATH TEACHER.

Sample II

G. DEEPTHI SUDHA

Contact Information?
Missing??

EXPERIENCE : 3 YEARS
(2 YEARS AT SANTHARAM RESIDENTIAL SCHOOL, JUBILEE HILLS, PRESENTLY WORKING WITH

MERIDIAN, MADHAPUR).

STRENGTHS : POSITIVE ATTITUDE, EXCELLENT COMMUNICATION SKILLS, ANALYTICAL & LOGICAL SKILLS.

SARFARAZ SYED

2992 Tynewick Walk Northwest, Roswell, GA 30075 |7705428805
|sarfaraz.Syed@gmail.com

➢OBJECTIVE

Seeking a graduate assistant position in Prof. Pradhan's Lab.

➢EDUCATION

➢RESEARCH EXPERIENCE

➢RESEARCH SKILLS

Sample III

SARFARAZ SYED

2992 Tynewick Walk Northwest, Roswell, GA 30075 |7705428805
|sarfaraz.Syed@gmail.com

➢ **OBJECTIVE**
Seeking a graduate assistant position in Prof. Pradhan's Lab.

➢ **EDUCATION**

➢ **RESEARCH EXPERIENCE**

➢ **RESEARCH SKILLS**

What information should you add for each category?

RULES TO FOLLOW

1. Keep it simple.......Keep it clean

2. Check for spelling mistakes

3. Limit to one page

4. **ALWAYS the TRUTH**

KEEP IT SIMPLE....KEEP IT CLEAN

First Name Surname ➡ **Rani Rangeeli**

Mailing Address ➡ Flat 67/A , RBI Quarters,
New Delhi, India 110006

Contact Information ➡ Mobile: 9856234512
Email: rani12@gmail.com

Review

- What is the difference between a CV and a resume?

- What information should you include in your resume?

- What information does not belong in your resume?

ELEMENTS FOR YOUR RESUME

Objective

- Why are you making a resume? College admission? Job?

Education

- Name of Institution
- Years enrolled
- Relevant courses

Experience

- SKIP if you have not worked
- If you have internship experience, please include

Skills

- Soft skills

YOUR TURN

ASSIGNMENT

- Write your resume.
  - Identify your objective
  - Include all important elements
  - Electronic or paper
  - Start now
  - Finish tonight
  - Bring with you tomorrow
  - Be prepared to share