

Purpose of This Handout

This handout provides students with strategies for creating resumes and curriculum vitae (CVs) and differentiates between the two documents. It also includes two sample resumes, one CV, campus resources, and recommended online links. Because many employers and university officials view a large volume of these at a time, it’s crucial to keep the following guidelines and tips in mind or your document won’t stand out. Regardless of which format you adopt, these strategies will increase your chances of being hired, admitted to a university, etc.

Audience = Employers or Graduate Program Committees

Employers and graduate program committees determine your decision-making as a writer of resumes and CVs, starting with which document to create. Follow application instructions carefully. Contact the employer or committee chair if you’re unsure of which specific document they want.

Differences Between Resume & CV

A resume is a concise description of your experiences and skills that relate to a specific job position and description. As such, alter your resume to emphasize experiences and skills that are most relevant. Resumes are usually no longer than one page. A CV is a more detailed, thorough summary of your employment and academic accomplishments. CVs are for academic positions.

Resume & CV Structure

Applicants should organize their documents in relationship to a job or grad program description:

- Functional: emphasize the skills and experience that qualify you for the job or program’s primary qualifications, abandoning chronology all together.
- Chronological: clarify educational attainment and work experience in chronological order because your most recent accomplishments qualify you the most.

Verb Tenses and Sentence Structure

Use active verbs to quickly describe work or volunteer experience, especially verbs that qualify you for the position or program. No need to repeat the use of the first person “I.” Start descriptions of work experience and other skills with *active verbs*. Use the same verb tense also.

Recommended	Not Recommended
<ul style="list-style-type: none"> • <i>Collaborated</i> with supervisor on office management responsibilities. • <i>Communicated</i> and <i>coordinated</i> regularly with staff members. • <i>Accommodated</i> patients’ interests in the office and over the phone. 	<ul style="list-style-type: none"> • My supervisor and I would regularly work together to meet our goals • I talk regularly with staff members • I helped patients in the office and over the phone

The *active verbs* used in the left column specify the qualifying skills of the applicant and have a consistent tense (collaborated, communicated, accommodated). The right column, on the other hand, includes weak verbs, inconsistent verb tenses and the unnecessary, repetitive use of “I.”

Fonts

Typically, use only one font style (either Times New Roman or Arial). Also, avoid excessive use of boldface, underlining, and italics. At most, use two font sizes, but one size (12 pt.) is entirely acceptable. In addition, use the color black. Using colors distracts readers and is unnecessary.

Recommended	Not Recommended
<p>Work Experience</p> <ul style="list-style-type: none"> • Collaborated with supervisor on office management responsibilities. • Communicated and coordinated regularly with staff members. • Accommodated patients’ interests in the office and over the phone. <p>Awards and Honors</p> <ul style="list-style-type: none"> • Dean’s List, Rocky Mountain College • Academic All-Conference Award • Academic All-American Award 	<p>Work Experience</p> <ul style="list-style-type: none"> • Accommodated patients’ interests in the office and over the phone • Communicated and coordinated regularly with staff members • Cleaned various office environments <p><i>Awards and Honors</i></p> <ul style="list-style-type: none"> • DEAN’S LIST, ROCKY MOUNTAIN COLLEGE • ACADEMIC ALL-CONFERENCE AWARD (VOLLEYBALL) • ACADEMIC ALL-AMERICAN AWARD (VOLLEYBALL)

The example on the right is not ideal because . . .

- The fonts used to describe accomplishments may be too difficult to read.
- “Awards and Honors” stands out in bold. No need to use italics or a larger font.
- The exotic BANK GOTHIC FONT distracts readers and may be unavailable to those viewing the resume online.

Lists

When listing descriptions of qualifications, use a consistent style of bullet points. Do not use more than one or two styles throughout your document.

Recommended	Not Recommended
<ul style="list-style-type: none"> ❖ Dean’s List, Rocky Mountain College ❖ Academic All-Conference ❖ Academic All-American 	<ol style="list-style-type: none"> 1. Dean’s List, Rocky Mountain College <ul style="list-style-type: none"> • Academic All-Conference ❖ Academic All-American

Use a new type of bullet to help other aspects of your resume stand out. However, always maintain consistency under a single category, such as “Awards and Honors.”

RMC Campus Resources

Our Career Services office is located in the Bair Family Student Center (SUB) 116. There, Lisa Wallace can provide you with useful handouts, interview training, career counseling, internship, employment, and volunteer opportunities, and one-on-one or group appointments. Lisa will also critique resumes, CVs, and cover letters. The Writing Center tutoring staff also offers one-on-one appointments, useful handouts such as this one, and other useful handouts on effective writing.

Online Sources

The University of North Carolina Writing Center handouts on CVs and Resumes:

<http://writingcenter.unc.edu/handouts/curricula-vitae-cvs-versus-resumes>

The Online Writing Lab at Purdue on “Job Search Writing”: <https://owl.english.purdue.edu/owl>

Sally Jo Smith

1511 Poly Dr., Billings, MT 59102, sally_jo23@hotmail.com, Tel: 406-853-3329

Objective

To obtain the position of Administrative Vice President at Victory Insurance Company.

Education

Bachelor of Business Management (Aug. 2009-May 2011)
Rocky Mountain College, Billings, MT

Casualty Producer License (June 2010-July 2010)
Connole-Morton Insurance School, Billings and Missoula, MT

Associate of Sciences, Associate of Arts (Aug. 2007-May 2009)
Miles Community College, Miles City, MT

Work Experience

Intern, Farm Bureau Insurance Company, Billings, MT (May 2010-July 2010)

- Organized research projects in collaboration with coworkers.
- Communicated routinely in writing, over the phone, and in person with clients.
- Maintained records, provided property insurance counseling, and organized vacation time.
- Traveled for producer's license classes.

Work Study, Rocky Mountain College Athletics, Billings, MT (Nov. 2009-May 2011)

- Set up and cleaned up athletic events for approximately 2,000 fans.
- Served concessions and communicated with fans.
- Taught swimming lessons to fifth and sixth graders.

Office Assistant, Dr. Dan Brookes Orthopedics, Miles City, MT (May 2009-July 2009)

- Collaborated with supervisor on office management responsibilities.
- Communicated and coordinated regularly with staff members.
- Accommodated patients' interests in the office and over the phone.

Receptionist, Miles Community College Centra, Miles City, MT (Nov. 2007-Aug. 2008)

- Managed employee schedules, gym memberships, and daily operations.
- Checked in members and other gym users.
- Cleaned gym equipment.
- Answered phone calls and assisted in sales with gym memberships.

Honors & Activities

- ❖ Dean's List, Rocky Mountain College
- ❖ Academic All-Conference Award
- ❖ Academic All-American Award

References: *References Available on Request*

Rory Jones

1113 Codel Way • Laurel, MT 59044 • 406-567-3478 • jonesror@gmail.com

CAREER OBJECTIVE

To obtain an accounting internship at Archer Daniels Midland Company.

EDUCATION

Masters of Accountancy, B.S. in Business Management, B.S. in Managerial Accounting,
Billings-Rocky Mountain College, January 2009-May 2013
Cumulative GPA: 3.69

Relevant Coursework:

- Principles of Accounting I and II, Intermediate Accounting I and II
- Advanced Accounting, Advanced Financial Management, Auditing and Business Law

Minor: Computer Science (18 hours in programming languages)

- Knowledgeable in Java, Assembly and C languages

WORK EXPERIENCE

Assistant Manager, Burger King (Billings, Montana) Aug. 2008-Aug. 2011, April 2003-June 2004

- Trained, motivated and supervised four to eleven employees daily.
- Calculated the cash sales out of each register, verified the safe balance remained at \$2000, prepared deposits and ensured all of the paperwork was completed on a daily basis.
- Ensured customer needs were met, maintained store cleanliness and instructed employees on the proper dress code and conduct that was to be followed.

MILITARY EXPERIENCE

Corporal/ Administrator/ Basic Rifleman, United States Marine Corps (Twenty-nine Palms, California) Aug. 2004-Aug. 2008

- Managed databases that were used to maintain Marines personal information and input data to keep all Service Record Books updated and correct.
- Trained and supervised Marines in the proper use of the databases and ensured timely completion of work.
- Completed Iraq deployment in September 2007 to April 2008, which included supervising two to three guards and up to fifteen detainees to reduce any incidents involving detainee mishandling or uprisings.

COMPUTER SKILLS

- Microsoft Office, Excel, Netbeans IDE

AWARDS

- 2006 Marine of the Quarter
- 2006 Certificate of Commendation (individual award)
- 2009, 2010, 2011 Dean's List

REFERENCES Available upon request

Charles Lloyd-Roberts

243 Avenue B • Billings, MT 59102 • 406-256-1324 • charleslloyd@rocky.edu

Education

Bachelor of Science, Physical Health and Education, Athletic Training
Rocky Mountain College Billings, MT
Anticipated Graduation May 2014
Cumulative GPA: 3.55 Dean's List

Volunteer and Classroom Experience

Pediatric Therapy Clinic, Inc. Billings, MT
Observation Hours: 88 May – July, 2013

- Observed occupational therapists in an outpatient facility that specializes in pediatrics.
- Facilitated and encouraged appropriate behavior with patients to help promote future social skills.
- Led and participated in activities for patients including obstacle course, sensory tables and swings.

Billings Clinic Billings, MT
Observation Hours: 54 May – July, 2013

- Observed occupational therapists in a transitional care unit within the hospital.
- Helped patients move from their bed and room to the rehabilitation gym and back again.
- Maintained and cleaned equipment to help elevate the duties of the professionals.
- Interacted, socialized and participated in rehab programs with patients and professionals.

Student Athletic Trainer at RMC Billings, MT
Practicum Hours: 1200 Sept. 2010 – Dec. 2013

- Acquired approximately 1200 hours of athletic training experience while fulfilling class requirements for undergraduate major.
- Prepared athletes of all sports for practice and competition through taping and stretching.
- Observed and guided rehabilitation programs from injuries.
- Diagnosed and treated injuries through evaluations and special tests.
- Acted as a first responder in case of emergencies during physical activity.
- Maintained, organized and cleaned medical supplies and equipment.

Personal Trainer March 2012 - Present
STEP, Inc. Billings, MT

- Created a personal training regiment for one of STEP's clients who suffers from severe behavioral disorders.
- Designed exercise program in hopes of reducing patient's weight.
- Evaluated and critiqued progress and results.
- Provided exercise instructions through detailed language.
- Promoted healthy living in all aspects of life.

Work Experience

Peer Review Board, Chair Sept. 2013 - Present
Rocky Mountain College Billings, MT

- Facilitated meetings between the Board and visiting students.
- Initiated communication with students to follow up with consequences if necessary .
- Oversaw Peer Review Board staff and prepare for meetings.

Head Soccer Coach, Junior Varsity
Billings Central Catholic High School

Sept – Nov, 2013
Billings, MT

- Planned and organized training sessions.
- Monitored student safety while traveling for matches.
- Organized and completed official paperwork.
- Communicated knowledge of the game to students.
- Mediated between Head Coach and players.
- Completed statistical analysis of games and reported to media outlets.
- Acted as authority figure while traveling for matches.

Peer Mentor
Rocky Mountain College

August 2012-Present
Billings, MT

- Met with ten first-year RMC students through one-on-one peer guidance.
- Addressed academic issues and concerns as well as personal growth and challenges.
- Assessed student goals and tracked their progress.

Residence Assistant
Rocky Mountain College

Aug. 2011 – May 2012
Billings, MT

- Lived with first year students to act as a liaison from the students to the Residence Hall staff.
- Observed and reported incidents violating the Code of Student Conduct.
- Monitored front desk of two Residence Halls on specific nights.
- Promoted healthy, alternative activities and community cohesion through activity programming.
- Guided first year students into navigating Rocky and surrounding area at the beginning of semesters.
- Provided emotional support for students in need.

Sales Floor Team Member
Target

April 2011 - Present
Billings, MT

- Provided support to the store as a Team Member.
- Responded quickly to back up calls.
- Provided excellent guest service to guests of store.
- Collaborated regularly as a team to solve problems.

Honors and Activities

Dean's List
Academic All Conference

Spring 2011, '12, '13
Fall 2011