



FLORIDA STATE UNIVERSITY
DIVISION OF STUDENT AFFAIRS

THE CAREER CENTER

Writing CVs and Résumés

for Fellowships and Awards

bit.ly/fsu2018

Sign-In to Workshop

- Enter **full email address**:
- Enter **Presenter Last Name**:
- Enter **Date**: mm/dd/yr format
- Check **Primary Workshop topic**—enter Workshop name if “Other”!

Career Readiness Competencies

- Career Management
- Oral/Written Communication

Similarities – Purpose

- Summary of professional qualifications
- Marketing Tool – First Impression
- Reflects your skill & abilities
- Showcases your experiences
- Gain interviews with employers

Differences - Purpose

CV

- Unlike a résumé, there is **no page limit**
- Reflects specific abilities as an instructor, researcher, and scholar (or potential scholar)
- Commonly used for academic, research, and some government positions
- Faculty CVs tend to focus on
 - Teaching, Research, Service

Resume

- Applying for graduate school or fellowships
- Applying for scholarships
- Used at general career fairs

Preparing to Write

- Who is my audience? Who are my target employers?
- What are my strongest selling points? (skills/accomplishments/experiences)
- How can I best summarize my qualifications?
- What is the language of my target field and how can I translate my skills/experiences to be most meaningful to my target employers?

Formatting - Similarities

- Layout
 - Information most relevant to position opening should be first
 - Use **bold**, *italics* or underlining to emphasize certain categories, headings, position titles, organizations, etc.
- Reverse chronological is most widely accepted
- Be consistent
 - Typestyle
 - *Italics*, **bold**, underline, ALL CAPS to emphasize skills, positions, organizations, etc.
 - Dates
- Need a focused and easily understood structure
 - **The size of your margins and text matters**
 - No smaller than ½ inch (Narrow option on MS Word)
 - 10-12 pt size or 16-22pt font for name

Formatting - Differences

- CV length depends on your unique experiences
- CV education section may look different
- May decide to remove GPA as you progress through education
- A CV will not typically have an objective; a Resume might

Typical Categories

- **Identification**
- **Professional Summary (optional)**
- **Education**
- **Experience**
- **Additional Categories**
(Specific to your experiences)
 - Research Experience
 - Publications
 - Teaching Experience
 - Service
 - Presentations
 - Projects
 - Honors/Awards
 - Internships
 - Fellowships/Grants
 - ...and others

Identification

NAME

Street Address

City, State Zip Code

Phone Number

E-mail Address

Samples:

JANE DOE

123-456-7890 - jane.doe@gmail.com - linkedin.com/janedoe

Justin Case

1515 Prudential Dr. • Jacksonville, FL 32202
jcase@fsu.edu • (904) 961-3395

HEATHER ADLER

hadler41@yahoo.com

PRESENT ADDRESS
220-A Bradford Court
Tallahassee, FL 32303
(850) 385-1370

PERMANENT ADDRESS
571 SE 12th Street
Pompano Beach, FL 33060
(305) 943-0029

Anita Koffee

75 Venti Latte Street, Apartment 63, New York, NY 90210 | (850) 466-6537 |
anita_koffee@gmail.com

Education/Training

Required:

- Name of Degree and Major
- Date of Degree Completion
- Name of Institution
- Location of Institution

Optional:

- Minor
- Overall GPA/Major GPA
- Relevant Coursework
- Academic Honors



Education - Differences

CV

EDUCATION

- May 2019 (expected) **Florida State University**
PhD in English: Rhetoric and Composition

Dissertation: *Title or area of focus*

Committee: Name (Chair), Names...
- May 2014 **Austin Peay**
Master of Arts in English: Rhetoric and Writing
Cumulative GPA: 4.0

Thesis:

Committee:
- May 2012 **University of Tennessee-Knoxville**
Bachelor of Arts in English: Writing
Bachelor of Arts in Foreign Languages and Literatures: Latin
Summa cum Laude

Resume

EDUCATION

Master of Arts in Media and Communication Studies
Florida State University

May 2016
Tallahassee, FL

Bachelor of Arts in Digital Media Production
Florida State University
Honors: Magna Cum Laude
Dean's List: 2012, 2013, 2014

December 2014
Tallahassee, FL

Categories - Certification

Licenses/Certification

- Name of Certification
- Date of Completion
- Certification Number (If Available)

CERTIFICATION

Teaching English as a Foreign Language (TEFL), 150 hours completed, May 2016

LICENSURE / CERTIFICATION

National Certified Counselor, #

Current

Advanced Cardiac Life Support (ACLS), *American Heart Association*

Current

Categories - Interests

- More common on a CV, but could be included on grad school/fellowship/academic resume

RESEARCH & TEACHING INTERESTS

Writing Program Administration
Feminist Rhetorics & Pedagogy
Composition Theory & Pedagogy
Rhetorical Education

First-Year Composition
Rhetorical History & Historiography
Community-Based Writing
Instructor Training & Education

Categories - Experience

For each experience section, include:

- Position title
- Name of organization
- Organization's location
- Dates employed
- Duties/skills used/responsibilities
- Accomplishments/results

EXPERIENCE

Research Assistant, Tallahassee, FL

Florida Department of Health, January 2017 - Present

- Conduct epidemiological and statistical analyses on disease risk factors/outcomes to inform policy decisions regarding prevention
- Complete multivariate and survival analysis, multilevel analysis, and mapping using statistical software

Categories - Experience

- Related Experience or Professional Experience
- Can include:
 - Paid and Unpaid
 - Internships
 - Volunteer/Community Service
 - Leadership positions
 - Military
 - Part-time and Full-time

Focus on Content: PAR Statement

1. Describe the **Project**, task, job.
2. What were your **Actions**? What specific role did you play?
3. What was the **Result** or outcome, goals or implications of the project?

Creating Effective PAR Statements

Getting your Ideas on Paper

Project	Action	Result
Worked with department teaching assistants	Facilitated two-day training	Comprehensive TA curriculum based on department needs

- Facilitated a two-day training for incoming Teaching Assistants based on department-specific learning outcomes.

Constructing Effective Position Descriptions

Every position requires skills which are transferable to work after college. Effective bullet point descriptions contain references to these skills or describe examples of projects you completed that produced tangible, positive results and accomplishments for an employer. Below is a diagram of two effective bullet-writing strategies. Each bullet point may contain three important elements: an action verb, skill, and tasks that evidence the skill OR an action verb, project, and result produced from the project (accomplishment).

Seminole FSU Eatery, Tallahassee, FL
Server

August 2017 - November 2018

- **Provided** quality **customer service** while **managing dining experience for up to 30 customers at once.**
(Action Verb) (Skill) (Tasks that Evidence Skill)
- **Created new order-taking system decreasing guest wait-times by an average of 2 minutes.**
(Action Verb) (Project) (Result)

In the space below, try writing your own bullet-point in each of the two formats:

- -----
Action Verb Skill Tasks
- -----
Action Verb Project Result

Experience Continued

PROFESSIONAL EXPERIENCE

Senior Editor/Content Manager

OmniGamer LLC

December 2016 – present

Tallahassee, FL

- Write and edit over 60 articles on the subject of video games and technology, including reviews, previews, and editorials for publication online
- Line edit articles written by a dedicated writing team for online publication
- Compile Information from press releases and synthesize it into daily news articles

Social Media Marketing Intern

Red Hills Motion Picture Releasing Company

May 2016 – August 2017

Tallahassee, FL

- Crafted strategic, high quality social media posts for marketing award winning independent films such as *Computer Chess* and *More Than Honey*
- Utilized Twitter and Facebook to geographically target potential audiences for film premieres
- Searched hashtags and key phrases to engage audiences in conversational manner and provided click analytics

Other Experiences

PUBLICATIONS

Coldiron, A. E. B. (2010). Translation's Challenge to Critical Categories. *Yale Journal of Criticism*, 16(2), 315-344.

RESEARCH EXPERIENCE

Research Assistant

Sept 2015- Oct 2017

Dr. Dawn Renegade, Florida State University
Tallahassee, FL

- Researched the role of social media and the increase of admissions during the #ihearttally campaign
- Managed data analytics through Google and produced weekly report

Tailor Your Skills to a Desired Position

Research Scientist I - In Vitro Pharmacology
Vertex

Apply Now

Location:
San Diego, CA

Posted Date:
2/20/2013

Position Type:

Job Code:
3526692BIOS

Salary:
Competitive

Required Education:
Doctorate/PhD

Areas of Expertise Desired:
Research

Description

We are seeking a highly motivated, creative, and innovative bench scientist to join our Cystic Fibrosis drug discovery group at Vertex Pharmaceuticals, Inc in San Diego. The successful candidate will have demonstrated scientific expertise in the molecular pharmacology of membrane targets with a focus on ABC transporters such as the CFTR.



Key responsibilities:

- Independently designs and executes pharmacology studies to understand how drugs work at a molecular or cellular level.
- Provides scientific and technical expertise across biochemical and cellular assays focused on CFTR function.
- Effectively analyzes and interprets data, and effectively documents and communicates results to diverse audiences.
- Works effectively in a team environment, with excellent organizational skills and a demonstrated ability to make data-driven decisions.
- Ph.D. in Pharmacology, Cell Biology, Physiology, or related field
- Minimum of 3 years post-doctoral
- Demonstrated experience in membrane targets with a focus on ABC transporters
- Broad working knowledge of pharmacology using native cell systems and a proven track record of productivity
- Effective oral and written communication skills

Preferred Qualifications:

- Drug discovery experience in a pharmaceutical or biotechnology setting
- Embody the Vertex Core Values of Uncompromising Commitment to Patients, Fearless Pursuit of Excellence, Innovation is Our Lifeblood, and 'We' Wins
- Ability to navigate and be successful in a fast-paced, highly-matrixed work environment

Vertex creates new possibilities in medicine. Our team discovers, develops and commercializes innovative therapies so people with serious diseases can lead better lives. Vertex scientists and our collaborators are working on new medicines to cure or significantly advance the treatment of hepatitis C, cystic fibrosis, rheumatoid arthritis and other life-threatening diseases. Founded more than 20 years ago in Cambridge, Mass., we now have ongoing worldwide research programs and sites in the United States, United Kingdom and Canada. Vertex has consistently been recognized as one of the industry's top workplaces by leading publications such as Science magazine, The Boston Globe, Boston Business Journal, San Diego Business Journal and The Scientist. For more information and to view Vertex's press releases, please visit www.vrtx.com.



References

List on Separate Sheet:

Name, Credentials

Title

Organization Name

Organization Address

Relationship: _____

Phone:

Email:

Janet Lenz, Ph.D.

Associate-In/Program Director, Career Center

Florida State University College of Education

600 W College Ave, Tallahassee, FL, 32306

Relationship: Major Professor

Phone: 555-555-5555

Email: abc1d@fsu.edu

Common Mistakes – CVs & Resumes

- GPA
 - Rounding, not specifying major or overall, too many digits
- Disorganized, poorly reproduced
- Overwritten or too sparse
- Misspellings, typos
- Irrelevancies
- Experience descriptions only speak to duties
 - Make sure you also include skills used, and accomplishments; results oriented

General “Don’ts”

Do not include personal information (United States)
(Marital status, birth date, etc.)

Reasons for leaving past positions

Salary requirements
(can say “negotiable” in application)

Negative or irrelevant information

General Tips

- Be clear and consistent
- Proofread & have documents critiqued by multiple people
- Use quality paper to print when submitting or mailing a hard copy; or during an interview
- Update it regularly
- Tailor to each employer/position announcement
- Keep one master document with all of your information



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How Did We Do?

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Drop-In Career Advising

Monday – Friday, 9 a.m. – 4:30 p.m.

*Available Tuesdays until 8 p.m. (Fall & Spring semesters)

**Closed Fridays, 1:30 – 2:30 p.m. (Fall & Spring semesters)



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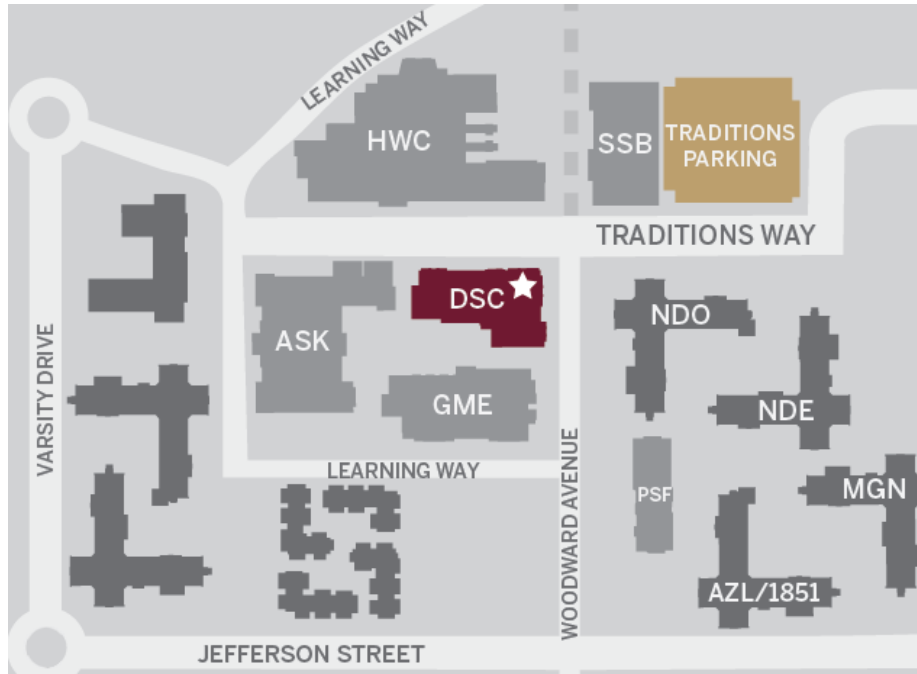


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The Career Center

Located in the Dunlap Success Center (DSC) across from Dorman and Deviney Halls, next to the Health and Wellness Center.



100 South Woodward Avenue, Tallahassee, FL 32306

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