Your Career. Your Terms.

Coming April 2016



KeyJargon







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Keys to Your Résumé

Résumé vs Curriculum Vitae (CV)

<u>Résumé</u>: 1 page; Adapted for specific job applications <u>CV</u>: Full history; Best for academia & research careers

Résumé Format

Keep it <u>1 page, if possible</u>; Always send as <u>PDF file</u> <u>Margins</u>: .5" left & right; .5"-1" top & bottom <u>Font</u>: Simple fonts like Times or Calibri, size 11 or 12

Résumé Sections:

Education

Experience

Leadership/Honors/Awards

Additional: Computer Skills, Languages, Interests

Résumé Entries:

Show impact using <u>metrics/numbers</u> Use variety of <u>action words</u> No grammar/spelling errors

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