

Your Resume: Communicating Professional Competence

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Boston SEW

Stephanie Burnham

Margaret Tarpley

Vanderbilt University

Goal

Be able to compile a resume

Objectives

- Understand the importance of an up-to-date resume
- Know the components of a basic resume
- Know the components of an academic resume

What Is a CV or a Resume?

- CV—curriculum vitae
- Resume or resumé

Information relating to:

- education
- experience/work history
- honors, achievement

Or...your life in a nutshell!

Why have a CV or resume if I'm not job hunting?

- You never know when someone might ask to see your resume
- You never know when a better position or a promotion opportunity will come along
- Compiling the resume from scratch is time consuming
 - easier to update than create!

If I don't have a CV, how do I get started?

- Start with your education, usually post high school but some people include their high school
- Add any training or certificates earned
- List experience including jobs held and even extensive volunteering if you had major time commitments and responsibilities
- For additional activities, go back one to two years in your calendar to see professional activities and responsibilities such as training sessions, orientations, mentoring

Basics--Business

- Name
- Contact Information
- Education and Training —Reverse chronology—Most recent first
- Work Experience —Reverse chronology—Most recent first

From the Vanderbilt HR site

<http://hr.vanderbilt.edu/toolbox/request/resumebuild.htm>

Personal (Contact) Information
Education
Work History
Certifications
Additional Information

Personal Information

Name (as you would like it to appear on a resume):

Address:

City State Zip

Home Phone: Work Phone:

Email:

Education

Education

Please fill in your educational background.

School: **Date of Attendance:**

Major : **Degree:**

School: **Date of Attendance:**

Major : **Degree:**

School: **Date of Attendance:**

Major : **Degree:**

Work History

Work History

Employer:

Job Title:

Dates:

Job Duties:

Employer:

Job Title:

Dates:

Job Duties:

Certifications

Additional Information

Certifications

Please list any certifications that you hold (e.g. - RN, CPA, LPN, etc.).

Additional Information

Use this area to write any additional information you may wish to include on your resume (e.g. - additional skills, strengths, abilities, etc.).

Additional Items

- Teaching activities
- List of persons you have mentored
- Skills appropriate to the job sought—some put this before the personal/contact information
- Community service activities
 - Volunteering/working with nonprofits
 - Interests/Hobbies

What could be a red flag?

- Be prepared to explain gaps in the work history
 - had a child or other family responsibilities
 - cared for ill family member
 - went back for further training/education
 - took a gap year or two after high school or college
- Think twice about including potentially controversial activities (e.g., politics, religion, risk-taking or unusual interests, activities, or hobbies) unless they support the job sought (e.g., religious involvement if seeking a position in a faith-based institution)

Academic Resume Content

<https://medschool.vanderbilt.edu/faculty/suggested-format-curriculum-vitae>

- Name
- Contact information
- Education
- Licensure and Certification
- Employment (Chronological order) & (academic appointments)
- Professional organizations and any leadership roles
- Professional activities
- Research activities
- Publications (List earliest to latest)
- Presentations (List earliest to latest)

Discussion about Resumes