

## Résumé and Curriculum Vitae (CV) Tips for Students



GSA offers a Résumé Clinic at its Annual Meeting located in the Mentoring Center. This free service includes a 30-minute résumé or CV

consultation with a geoscience professional. To take advantage of this service, arrive early to the Mentoring Center and sign-up for a spot during the meeting. Options to choose your mentor are available on a first come, first served basis. Please note that this service fills up quickly.

When you arrive for your scheduled appointment make sure you have at least two copies of your CV or résumé or a laptop with you to review your document on-site. Before you arrive it is recommended that you review some of the tips below to help you prepare for your consultation.

### Curriculum Vitae (CV) Tips

- Know the difference between a CV and a résumé.
- Use a CV for jobs in academia, at research institutions, and when the position description asks for a CV.
- Highlight teaching, research, publications, and all of your academic-related experiences.
- There is no page limit.
- Only list work experience if it relates to academia.
- Use proper guidelines for highlighting your publications.
- Include references and make sure the contact information is up-to-date.
- Always have someone proofread.

### Résumé Tips

- Know when to use a résumé. A résumé is used for jobs in industry, non-profit, and with local, state, and federal government.

- If you are applying for a position with the federal government using USAJOBS, become familiar with this format which requires more information than a traditional résumé.
- Résumés should always be tailored to a specific position. If you have a job that you recently applied to or want to apply to bring a copy of the job description to your consultation.
- Know the different types of résumé formats (chronological, functional, and combination). Research these formats and choose one that works best for you. Most resumes will be in chronological format.
- Limit your résumé to 1-2 pages.
- Do not list references in your résumé. This takes up valuable space when a separate document can be used instead.
- Be strategic when choosing and organizing your headers. Make sure they are listed in order of importance to the position in which you are applying.
- Use proper citation guidelines for oral and poster presentations.
- Use the C.A.R. (Challenge, Action, and Result) method for bulleted statements. This allows you to speak in terms of specific accomplishments rather than a description of your job duties.
- Make sure to use key words from the job description. There may be a human resources associate or computer program that scans résumés to find those that match the job requirements.
- Always have someone proofread.



## Resources

- [What should I include in my federal résumé?](#)
- [The Federal Résumés Guide](#)
- [How to Get a Job in the Federal Government](#)
- [The Mines Strategy: Tools for Engineering Your Job Search](#)
- Check to see if your institution subscribes to [The Versatile PhD](#), which is an online resource for job candidates with advanced degrees that are looking for non-academic and non-faculty career paths.
- [Effective Technical Writing in the Information Age. Chapter 8. Résumés](#)

