CV & Resume Writing

Preparing Effective Job Search Correspondence

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September 6, 2007

DIFFERENCES BETWEEN A CV AND A RESUME?

- Uses

- Format/Length

- Content

CV FORMAT

Content is more important than style.

Completeness is more important than brevity.

- 2 to 4 pages for a young professional

- 4 to 7 pages for a person with more experience

- 10 pages maximum

CV CONTENT

- Focus on *research* and *teaching* experience

- Order matters

- Job descriptions, techniques not necessary

- Full pub list and references expected

RESUME FORMAT

- Style and content both important

- No longer than 2 pages

- Format should be consistent

- Style should be easy to read

RESUME CONTENT

- Study jobs at organizations of interest

- Highlight keywords

- Determine category headings

- Translate experiences using strong verbs

- Job descriptions critical, techniques helpful

- Use quant info, describe achievements

WHAT NOT TO INCLUDE

- Omit references to age, marital status, children, health, ethnicity, religious affiliation.

- Do not include words such as "Curriculum Vitae," "Personal Information," "Name," "Address" as headings

CV/RESUME REVIEWS

- Email materials to msinche@gmail.com for review

- Individuals on the Bethesda campus are eligible for one-on-one resume/CV critiquing IF they attended today's workshop. To sign up for an appointment, visit www.training.nih.gov and following the directions.

- Plans for career counseling on the NIEHS campus are being finalized, and plans will soon be in the works for the Frederick, Baltimore, and other satellite campuses.

DATES TO REMEMBER

- **CV/Resume Slam**
  - September 18, 9:00 AM – 4:00 PM
  - September 19, 9:00 AM – 1:00 PM

- **NIH Job Fair**
  - Thursday, September 27, 2007
  - 11:00 AM – 3:00 PM
  - Natcher Conference Center, NIH campus