



BUILD A RESUME OR CV THAT GETS NOTICED

It is important to understand the function, appropriate format, and necessary content of a resume or curriculum vitae (CV). A CV is often used in academic and medical careers. It is more comprehensive listing research, publications, presentations, awards and other achievements.

A resume/CV should be professional and exceptional; it represents you to people who don't know you. It will take a considerable amount of time to develop and will require several critiques, revisions and updates – be sure yours is current!

General Tips

- Pay attention to format (margins, bullets, bold, font size) and be consistent.
- Use the same font throughout (select a simple, professional at is easy to read).
- Spell out everything. Try not to use acronyms and avoid abbreviations.
- Do NOT use personal pronouns (I, my, their). Using "my" in the objective or profile is acceptable.
- Employers scan resumes quickly, so be sure it's well organized and highlights your skills.

5 P's of Resumes/CV's

PERFECT: NO MISTAKES

- Make certain everything is spelled correctly and use proper grammar.
- Have several people proofread it (including a professional you trust).

PAINLESS: QUICK AND EASY TO READ

- Text: 10-12 pt. font; Section Headings: 12-14 pt. font and bold.
- Margins should be between .5 and 1 inch; all tabs should line up and be consistent.

PAGES: SELL YOURSELF

- One or two pages are appropriate for resumes; CV's can be longer (no ½ pages).
- Include critical information showcasing your skills and experience.

PAPER: MAKE IT PROFESSIONAL

- Copies should be on nice resume paper (24 lb.).
- If mailing to a prospective employer, do not fold it – use a large envelope.

POSITION: SHOW YOU ARE A GOOD FIT

- Tailor it to the required and preferred skills listed in the position description.
- If applicable, use words specified in the job description.

Outline

NAME/ADDRESS

- Name should be large, bold, and stand out (20-24 pt. font).
- Address, phone, and email (must be professional) should be smaller (10-12 pt. font).

OBJECTIVE OR PROFILE

- Objectives and profiles are optional, but can be strong elements on a resume.
- Objective – you know the industry and type of position you are applying for.
- Profile – you are open to an industry, but want to highlight experience, skills and goals.

EDUCATION

- List most recent first (DVM); and also Bachelor's or AA degree; do NOT list high school.
- Spell out and bold your degree and major; can also list a minor if you have one.
- Include your GPA and the month and year you plan to complete your degree/graduate.
- If you have studied abroad, list the school, location, and dates.

QUALIFICATIONS/VETERINARY SKILLS/AREAS OF EXPERTISE

- Must be specific and relevant to the position you are applying for.
- List skills gained through experience, knowledge gained in classes, computer skills, languages, certificates, licenses, etc.
- This section is a “snapshot” of YOU – what you know, skills you have, etc.

VETERINARY EXPERIENCE (Can title Small Animal, Large Animal, Farm Animal, Wildlife, etc.)

- Include paid or unpaid full- or part-time jobs, as well as volunteer experience, externships, international experience, internships, and significant or relevant class/leadership projects.
- List most recent employment or experiences first.
- Past experiences need to be explained in past tense, present in present tense.
- Always list the practice/organization/company name, city, and state (or country).
- List more than just job duties; describe specific accomplishments and achievements.
- Lead sentences with action words (Conducted, Performed, Completed, Administered).
- List dates of experience on the right-hand side (either tabbed or right-justified).
- Can have other sections for VOLUNTEER EXPERIENCE or ADDITIONAL WORK EXPERIENCE.

ACTIVITIES/INVOLVEMENT/LEADERSHIP/INTERESTS (Title as appropriate for your activities)

- List involvement in clubs/organizations, athletics, hobbies, special interests.
- For clubs/organizations, include your role and dates; listing accomplishments is optional.

HONORS/AWARDS

- List scholarships, distinctions, awards, etc.
- Include the name/title of the recognition, the organization it was through, and date.

RESEARCH/PUBLICATIONS/TEACHING EXPERIENCE (Include if you have it; important for CV)

REFERENCES (On a separate page with your resume/CV header and same format)

- Do NOT put a reference section on your resume or “References available upon request”.
- List at least 3-4 people (no more than 5). ASK first!
- Include employers, advisors, and/or faculty – NOT personal friends or relatives.
- Include each person's title, company, address, phone number, and email address.