Resume Guidelines

(Outlined from Lehigh's Career Center Website -
https://www.flipsnack.com/lehighcareercenter/resumes-creating-your-brand-through-your-resume/full-view.html)

What is the purpose of a resume?
- A resume is typically the first impression you have with employers and recruiters
    - You can have as little as 6 seconds to make an impact with whoever is looking at your resume
- It should be a clear and concise outline of your accomplishments that will exemplify if you are qualified for a position
- When brainstorming your resume you should consider all of your experiences and skills and narrow down what you want to include depending on the needs of the position you are applying for

How do you construct your resume?
- Education
    - Name and location of your college and high school
        - By junior year, your high school should not be in your resume unless:
            - You are applying for jobs in your hometown
            - You attended a well-known high school
    - Degree, major, and graduation year
    - GPA can be included (above 3.5 especially)
    - Honors and awards (Dean's List, scholarships, honors societies)
    - Relevant coursework
- Experience
    - Beyond the classroom, what are you good at? What are you proud of?
        - Skills
        - Leadership Positions
        - Activities
        - Summer Jobs
        - Internships
        - Class Projects
        - Research
        - Volunteering
    - These can be classified under specific categories (Relevant Experience, Leadership Experience, etc.)
- Skills
    - Computer knowledge
    - Languages known

- - Specific techniques/procedures mastered
    - Familiarity with specialized equipment
- Leadership
  - Any positions you have held
    - Project leader
    - e-board
    - Team captain
    - Tutor
    - Mentorship positions
- Activities
  - Organizations you hold a membership in
- International Experience
  - Any work, academic, or volunteer experience in a different country
- Accomplishment Statements
  - When explaining details of the different positions you have been involved with, you want to include action verbs and specific and/or quantifiable measurements of your success
    - *Provide weekly tours ranging in size from 10 to 50 prospective students and demonstrate extensive knowledge of campus and resources.*

      Rather than,

      Tour Guide for University
    - *Created promotional video on Final Cut X for display on company's homepage*
      Rather than,

      Made promotional video
  - Generally, these should be concise but still detailed
    - CAR method
      - C - Challenge you faced
      - A - Action you took to address challenge
      - R - Results, what benefits did your action create
- Formatting
  - 10 to 12 pt font, no smaller than 10. Headings can be two font sizes larger than general text
  - Margins no larger than .5 inches but all margins should be consistent
  - Make sure you choose an easy to read font
    - Times New Roman
    - Helvetica

- - - Arial
  - Bold items you want people to see (section headings)
  - Do not use personal pronouns (I, we, us, etc.)
  - Use a consistent date format
  - Tips:
    - 15 second test
      - Give a friend 15 seconds to read through the resume and ask them what stands out, what needs changing, and what they remember
    - Proofread back to front and in a different font to catch simple errors
- Headers
  - Includes one phone number, one email address, and one home address
  - Include Linkedin, personal website, github, and other similar sites that showcase your work
  - Do not use more than 2-4 lines
- Resume Samples and Action Word Guide
  - Pages 9-18 - https://www.flipsnack.com/lehighcareercenter/resumes-creating-your-brand-through-your-resume/full-view.html

Curriculum Vitae Guidelines

What is a Curriculum Vitae (CV)?
- Rough Latin translation is "the course of one's life or career"
- Differs from a resume
  - Emphasizes scholarly identity rather than professional skills
  - Typically used for applicants to faculty and administrative positions in higher education
- Provides a comprehensive and detailed description of your academic background
- Aims to convince the reader that you are qualified enough to interview/consider for a position
- There is no standard structure but a few strategies can best emphasize the characteristics that make you more attractive for search committees.

What should you consider when constructing your CV?
- Committees have general things they need to know about you
  - What is your name and the institutions you have attended?
  - Are you qualified - do you have all of the proper degrees, certifications, and trainings?
  - What have you already accomplished in the field?
    - Research
    - Publications
  - Can anyone verify that you are as qualified as you claim to be?
    - References
- CVs can be scanned for 10 seconds or less in the initial application stage before they are rejected
  - You need to be detailed but make it scannable so they can understand your strengths in 10 seconds
  - This is accomplished through Consistency, Format, and Clarity

Putting together your CV

- Organization
  - Proper organization puts important information in the forefront and keeps the reader from having to search for it.

- - - Ex. Committees will typically assume that you have a specific degree. So it is better to bold where you received those degrees rather than the degree itself
        - **Lehigh University**, Bachelor of Science rather than …**Bachelor of Science**, Lehigh University
  - Where you received your education, the nature of your main body of research, and the names of your advisor(s) are three of the most important aspects of your CV. Make these clear
- Clarity
  - Using concise, unambiguous language is necessary
    - Avoid acronyms unless conventions of your field dictate otherwise
  - Explain the magnitude and selectivity of honors that may not be familiar to other readers
  - Use bolding, italics, and bullet points to create subsections
    - Don't make this too complicated or extravagant though, the purpose is to make the CV easier to read
- Consistency
  - Use consistent spacing, fonts, font size, and use of bold and italics
- Categories and Order of Information
  - Your identifying information (name, address, phone, and e-mail address), education, and dissertation information will always come first on your CV
    - Assuming you have a dissertation
  - After those three things, the order of information presented depends on
    - The nature of position you are applying for
    - Individual strengths
    - What the institution will want to see
  - That being said, your research experience and accomplishments will probably be at the top of your CV
- CV Template on page 7: https://careercenter.lehigh.edu/sites/careercenter.lehigh.edu/files/CV%20Guide.pdf