

# Resumes, Cover Letters and Interviews

# Resume vs. CV

**Resume:** A resume, or résumé, is a concise document typically not longer than two pages as the intended the reader will not dwell on your document for very long. The goal of a resume is to make an individual stand out from the competition.

The job seeker should adapt the resume to every position they apply for. It is in the applicant's interest to change the resume from one job application to another and to tailor it to the needs of the specific post. A resume doesn't have to be ordered chronologically, doesn't have to cover your whole career like and is a highly customisable document.

**CV:** A CV is an in-depth document that can be laid out over two or more pages and it contains a high level of detail about your achievements, a great deal more than just a career biography. The CV covers your education as well as any other accomplishments like publications, awards, honours etc.

The document tends to be organised chronologically and should make it easy to get an overview of an individual's full working career. A CV is static and doesn't change for different positions, the difference would be in the cover letter.

# Resume vs. CV

- Length
- Purpose
- Intent

CV – long, covers your entire career, static

Resume – short, no particular format rule, highly customisable

# Tips for an Effective Resume

- Format your resume to get a hiring manager's attention
  - Use a logical format and wide margins, clean type and clear headings
  - Selectively apply bold and italic typeface that help guide the reader's eye
  - Use bullets to call attention to important points (i.e. accomplishments)
  - Two pages or less
  - Error Free
- Identify Accomplishments not just Job Descriptions
- Quantify your Accomplishments
- Cater your Resume for the Industry
- Replace “Objective” with “Career Summary”
- Network, Network, Network

# Tips for an Effective CV

- Try not to exceed 4 pages
- Follow a clear structure
- Clear and Easy to read formatting
- Career Summary
- Detailed Education List
- Extensive Publications list (not included in your 4 pages)
- <https://www.elsevier.com/connect/writing-an-effective-academic-cv>

# Cover Letter Tips

- Always include a Cover Letter!
- Customize your cover letter to the job
- Show Passion
- Emphasize Accomplishments
- Incorporate Relevant Terms
- Be Honest
- Be Concise
- Proofread

# Interview Tips for Common Questions

Tell me a little bit about yourself?

- Brief response that illustrates how you are qualified for this particular position
- Don't tell your life story, focus on the employer's needs

Tell me about a time when...?

- Set the context for your story
- Tell what was happening and why
- Action to solve issue and outcome
- What did you learn and how did you apply it to future issues?

What is your biggest weakness?

- Don't say "My weakness is the same as my strengths"
- Tell a story
- Include trials and tribulations
- Talk about a challenge you have and how you are working to overcome it

Questions for the Employer

- Ask about personal experiences at the company
- Ask about company culture
- Questions should be more than you can glean from their website

# Practice Makes Perfect

Tell me about yourself?

Tell me about a time when you dealt with a conflict?

What is your biggest weakness?

Do you have any questions for us?