



# CV Workshop



Andrew Bumstead and Elizabeth Strong  
Graduate Writing Center

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# CVs and Resumes

How is a CV different from a Resume?

CV - academic

Resume- non-academic

What do you include in a CV?

Publications, presentations, honors, grants, teaching experience, etc.

How long should my CV be?

Grad student- Generally 2-3 pages

Professor- much longer!

Should I have someone look over my CV?

YES!!

# Tips for Success

Organization: Section headings ordered from most important to least important

Content: Focus on *achievements*, not attributes

Details: Enough detail, but not too much!

Relevant Information: Stay focused on the purpose of your CV

Action Words: active, not passive verbs (designed vs. received)

Consistent Format: Clean, efficient, easily readable

# Avoid

Annoying font

Inconsistent format

Too much detail

Unnecessary information

Informal tone or appearance

Grammar and punctuation errors

## CURRICULUM VITAE

Kevin Clarkson

ADDRESS: 27 Summerfield Road, HS1 JU4, Kent, United Kingdom

MOB: 07983328492 E-MAIL: [kevinbadman90@live.co.uk](mailto:kevinbadman90@live.co.uk)

DOB: 22/03/1990 GENDER: Male NATIONALITY: British

### Personal profile statement

I am hardworking Administrative Officer with excellent communication skills. I can work in team and on my own. I enjoy challenges and strive to achieve the best results. I have excellent organisational skills and I'm good with people. I believe that I can help your company to run better if you employ me.

### Education

2013 – 2015 BTEC NATIONAL DIPLOMA IN BUSINESS Villa College

- Achieved a MMP

2006 - 2013 GCSE East Villa Secondary School

1999 – 2006 School Holy Street Primary School

### Employment

2006 - 2013 GCSE East Villa Secondary School

1999 - 2006 School Holy Street Primary School

### Employment

2016 – Present Admin Assistant Villa College

2014 – 2014 Sales Assistant (2 week work experience) NEXT

### Skills

- Excellent communication skills
- Excellent organisational skills
- Able to work in a team and on my own initiative
- Playing the Violin

### Hobbies

In my spare time, I enjoy socialising with my friends and family. I regularly take Violin classes which I enjoy very much.

### References

Mrs Kelly Clarkson

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# Contact Information

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