

What's the difference between a résumé and a CV?

Use a résumé when you are applying for a job:

- In the private sector
- At a non-profit organization
- In local, state, or federal Government (non-research)

Use a CV when you are applying for an academic or research position, e.g.:

- Grad school or postdoc
- At a research lab
- Teaching or research at a university or college

CVs are tailored for academia & research labs, and usually grow longer throughout your career

CVs typically include:

- Education
- Research Experience
 - Include technical research and lab skills including modeling, instrumentation, field skills and data analysis skills
- Teaching Experience
- Research Grants
- Publications
- Abstracts & Presentations
- Awards, Honors
- Service, Professional Memberships
- References

Résumé

- 2 pages is ok, unless otherwise specified
- Tailor it to the job you're applying to
- Highlight experience and skills relevant to **that** job
- Include numbers and results where you can
- Do not include references
- Include external activities & interests under “Leadership Experience” and/or “Communication Skills,” rather than under “Hobbies, Interests, and Activities.”
- **Important!** Include key words from the job description – there's a good chance it will be read by a computer!

Make a LinkedIn profile with a summary statement, and attach your résumé, poster, etc.



Rocio Castillo • 1st

Undergraduate Research Assistant at UNLV, Department of Geosciences

Las Vegas, Nevada Area

[Message](#)

[More...](#)



UNLV, Department of Geosciences



University of Nevada-Las Vegas



See contact info



103 connections

I am looking to gain experience in the field of Geoscience/Geophysics through research and internship opportunities, utilizing my skills in analyzing data and leadership.

I am currently a Senior majoring in Geology at University of Nevada Las Vegas under the Cooperative Developmental Energy Program (CDEP).

CDEP is a 3+2 year dual-degree scholarship program focused on the recruitment of underrepresented females and minorities to the energy industry.

Through CDEP's dual degree, I completed my B.S. Degree in Mathematics (FVSU) and pursuing a second B.S. Degree in Geosciences at University of Nevada, Las Vegas.



Undergraduate Research Assistant

UNLV, Department of Geosciences

Sep 2017 – Present • 11 mos

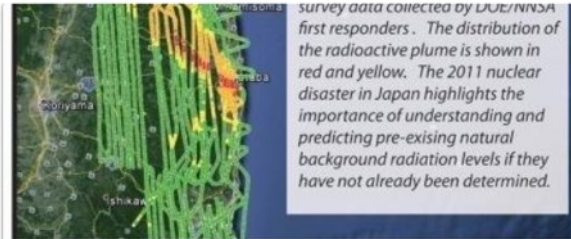
Include your work & volunteer experience

Work with Dr. Pamela Burnley analyzing the correlation between background radiation and geologic features.

Media (2)



Welcome!



Natural Background Radiation



Educational Coach in-training

GeoFORCE Texas

Jul 2017 – Aug 2017 • 2 mos

Central Texas, Oregon, and Washington

I worked as an educational coach to high school students participating in a summer geoscience field experience.

This involved:

- Supporting the lead instructor, and teaching topics in the field
- Creating fun and engaging activities for students to study the material
- One-on-one tutoring and testing the students



How can I highlight my knowledge and skills?

~~OBJECTIVE~~

Recently graduated but well-trained professional, looking for her first experience in the literary world.

Replace "Objective" with a "Summary" of skills & knowledge

EDUCATION

Bachelor of Arts in English Language and Literature
Summa cum Laude
Pace University, New York, NY
October 2011.

List your relevant course work

COMPETENCES

- ▶ Excellent written and oral communication skills.
- ▶ Self-motivated and detail-oriented.
- ▶ Computer literate.
- ▶ Fast typist (70 wpm).
- ▶ Capable of working in groups, alone and with or without supervision.
- ▶ Well-trained professional, capable of learning fast.

List tasks and responsibilities
Highlight skills you learned

EXPERIENCE

Librarian
Bloomingdale Library, New York, NY
2009 – 2010

Seller
Century 21 Dept Store, New York, NY
2005 – 2006

~~REFERENCES~~

Available upon request.

Leave out the references

OBJECTIVE Obtain a position with XYZ in the field of health science

EDUCATION

Winona State University Winona, MN
Bachelor of Science degree, Biology May 2009

Relevant Coursework: Anatomy and Physiology, Medical Terminology, Genetics, Zoology, Embryology, Virology, Entomology, Chemistry, Cell Biology, Ecology, Parasitology

EXPERIENCE

Mayo Clinic Rochester, MN
Medical Technology Internship January 2008-May 2008

- Drew blood samples from patients
- Analyzed patient's body fluids for chemical constituents, drug levels, hormone levels and cellular elements
- Identified cell specimens collected by fine needle aspiration and reported findings to pathologists

Franciscan Skemp La Crosse, WI
Cancer Registrar November 2006-December 2007

- Planned, administered and directed the operation of the Cancer Registry
- Obtained and abstracted diagnoses, procedures and range of disease from patient medical records
- Identified, organized and maintained a daily data system of all reportable cancer cases
- Coordinated activities of the Cancer Registry with Cancer Committee, Tumor Board and Tumor Conference

LEADERSHIP/ ACTIVITIES

Biology Club President 2007-Present

- Organize on-campus guest speakers and presentations
- Communicate effectively with biology department and staff
- Plan and direct weekly meetings with students

Tri Beta 2007-Present

- Honorary society for achieving excellence in the field of biology
- Assist in annual Spruce-up Winona Day
- Organize plant sales to raise money for Biology Club

REFERENCE available upon request

How to include internship experience in my résumé/CV: the format

Research Experience

**Role or title, internship program name, organization name, place,
& date**

- Sentence summarizing key accomplishment of a project
- Bullet points listing important components completed, including working in teams, technical skills learned, and presentation of results
- (See next slide for an example).

Example

How to include internship experience in my résumé/CV: An example:

Research Experience

Intern in the XYZ Internship at the National Center for Atmospheric Research (NCAR), Colorado, Boulder, Summer 2018

- Conducted study of RADAR-derived cloud reflectivity from a low pressure system over Boulder, Colorado, June, 2018
- Worked in a team to measure storm cloud reflectivity and analyzed the data using SOLOII, C++ using statistical analyses
- Gave a group oral presentation to a scientific audience at NCAR, Boulder, CO
- Prepared and presented a poster for submission to the 2019 AMS student conference

Example

Résumés can include sections relevant to the job

Computer Skills

- Used SOLOII software on a Mac platform to display and analyze radar data
- Programmed in C++ to manage data and libraries
- Familiar with Matlab and used for radar data analysis

Technical Skills

- Collected data using the Doppler-on-Wheels 7 RADAR
- Launched a weather balloon and radiosonde at NCAR, Boulder, CO
- Analyzed radar data for significant signal changes using statistics

Communication Skills

- Gave an oral presentation to a scientific audience at NCAR, Boulder, CO
- Prepared and presented a poster at the AMS student conference, 2015

Leadership Skills

- Worked effectively with team to analyze and present data under extreme time constraints
- Communicated professionally to complete research and prepare scientific poster
- Presented on internship and research experience at home institution

**Consider fleshing out these sections above with skills gained in your courses, jobs, and extra-curricular activities.*

Example

Include your oral & poster presentations at organizations where your internship is hosted

Presentations

Layne, J., J.W. Evonosky, and R.V. Martes. 2018. Analysis of Radar-Derived Cloud Reflectivity from a Low Pressure System in June over Boulder, Colorado. Oral presentation on July 21st at the National Center for Atmospheric Research, Boulder, CO.

Additional suggestions:

- Include “Participated in 10-week science communication course at NCAR” under ”Communication Skills” section of your résumé
- Move “Activities, Hobbies, & Interests” under “Leadership Experience” Check the web for examples of résumés or CVs
- Be sure to have people review and edit your document

Example

Other Ideas & Tips?

Example