



WCP Essentials: Résumés & CVs

Résumés and CVs are basically lists of information related to a person's education, work experience, skills, and accomplishments used as part of a job application. The terms *Résumé* and *CV* are often used interchangeably, though "résumé" is most commonly used by North Americans whereas the term *CV* is preferred in Great Britain and many parts of Europe. This guide provides an overview of essential content and design strategies for both.

Résumé vs. Curriculum Vitae

Cultural usage notwithstanding, there is, technically speaking, a difference between a *résumé* (also spelled *resume* – a French phrase meaning "summary") – and a *curriculum vitae* (a Latin phrase meaning "course of life").

Résumés are typically shorter than *CVs*, often formatted to fit one or two pages with sections containing brief bullet-point lists; and often customized to suit specific job applications. *Resumes* usually include:

- Contact Information
- Resume Summary or Resume Objective
- Work Experience
- Education
- Skills
- Additional Sections (Awards, Courses, Publications, Certificates, Conferences, etc.)

NOTE: If including a section for **hobbies** (personal interests and/or pastimes), a good strategy is to select only those that are most relevant to the job or position, or those which indicate a unique skill or ability.

CVs are generally longer than *résumés*, often comprising several pages containing a comprehensive and detailed list of a person's previous experiences and accomplishments, including:

- Contact Information
- Research Objective, Professional Profile, or Personal Statement
- Education
- Professional Academic Appointments
- Books
- Book Chapters
- Peer-Reviewed Publications
- Other Publications
- Awards and Honors
- Grants and Fellowships
- Conferences
- Work Experience
- Research Experience / Lab Experience / Graduate Fieldwork
- Non-Academic Activities
- Languages and Skills
- Memberships
- References

Section Details

Within each section of your *résumé* or *CV*, certain details are standard. For example:

EDUCATION

- Name of degree (BA; MA, MS, etc.) and area of concentration (major or specialization).
- Name and location of university or college
- Dates of enrollment or completion
- Special academic achievements (if any)
- High school degrees are not needed unless relevant (e.g. international/foreign schools)

WORK EXPERIENCE (Starting with most recent and including volunteer positions and part-time jobs)

- Job Title
- Dates of employment
- Name & location of company/organization
- Job details (brief details about the types of work or job-related tasks)

AWARDS and/or CERTIFICATES (Starting with the most recent)

- Name of award/certificate
- Organization that gave the award/certificate
- Date (when it was received)

LANGUAGE SKILLS (strongest to weakest)

- Names of languages spoken
- Level of proficiency
- Test scores (if available)

COMPUTER SKILLS

- Names of software programs the applicant can use effectively for work purposes.

Design Recommendations

The best *résumé* designs establish a "visual pattern" that allows the reader/viewer to quickly locate and understand important information and details. The important thing is to be consistent and maintain the pattern once you have established it.

TEXT FORMATTING:

- **Using different text formats** (i.e. **bold text**, *italicized text* and ALL CAPS) can help differentiate the sections and types of information and in the document. For example: ALL CAPS could be used for section titles; **bold text** could be used for important details and key words such as degree names, job titles, etc.; *Italics* could be used for dates or locations.



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FONT STYLE & SIZE:

- Any readable font style can be used, but informal fonts such as Comic Sans or highly decorative fonts such as Algerian should be avoided
- Recommended font size is between 10 and 12, depending on font style and layout requirements. Larger font sizes can be used for section titles and heading details (i.e. your name).

DIVIDING LINES:

- Lines can be used to help visually distinguish the separate sections of the résumé and help organize the text visually, making it easier to scan for details.
- NOTE: too many lines or other graphic components can be visually distracting, and make the résumé look “crowded” or cluttered.

SPACING & PAGE-LAYOUT:

- Spacing between sections and items in the résumé or CV should be consistent.
- The page design should look “balanced”, without too much empty space in any particular area, i.e. top, bottom or sides.

PAGE NUMBERS:

- Documents containing more than one page should include a footer section at the bottom of the page containing the applicant's name and a page number.

Additional Design Features

PHOTOGRAPHS:

- Choosing to include a picture of yourself is a matter of personal preference. In some countries it is a normal, even required feature. In most Western countries it is generally not required, but is becoming more common.
- Including an appropriate, professional-looking picture of yourself can help to make a good first impression on a prospective employer, and even help with your personal “branding”.


VISUALS & GRAPHICS

- Incorporating graphic elements such as icons, shapes, and images can make the design more interesting.



- However, these should be used sparingly, and in a way that adds to the visual appeal of the document.
- Too many visual elements can be distracting and give the document an informal, unprofessional look.

EXAMPLE 1: One-Page Resume Design

	FULL NAME Cell: +01-23-4567-8910 Email: myname@email.com		
EDUCATION	Bachelor's Degree, Biotechnology 2014-Current <i>Kyungpook National University, Daegu, South Korea</i> Field Professional Education Dec. 2016 – Feb. 2017 <i>Microbial Genetics Lab of KNU Biology Department, Daegu, South Korea</i> MOS Certification Received Feb. 2014 <i>Awarded by Microsoft</i>		
WORK EXPERIENCE	Microbial Genetics Lab Assistant (part-time) Mar. 2017 – Current <i>Kyungpook National University Biology Department, Daegu, South Korea</i> <ul style="list-style-type: none">Placed and maintained laboratory work areaPerformed simple level experiment Math Academy Teacher's Assistant Sep. 2016 – Dec. 2016 <i>Jung Teacher Academy, Daegu, South Korea</i> <ul style="list-style-type: none">Managed to supervise the childrenScored homework and explain the problems Science Tutor Dec. 2015 – Mar. 2016 <i>Private tutoring, Pohang, South Korea</i> <ul style="list-style-type: none">Taught high school level science (Biology, Chemistry, Physics)Checked homework and test preparationIntroduced the University student life Café Staff Aug. 2015-Dec. 2015 <i>Korean dessert café, Daegu, South Korea</i> <ul style="list-style-type: none">Made beverages and dessertsServe customers with services		
VOLUNTEER WORK	Student Buddy Program Mar. 2017-Current <i>Kyungpook National University, Daegu, South Korea</i> Child-care Worker Dec., 2015-Jul., 2016 <i>Happy Church, Pohang, South Korea</i> Volunteer Club Member Mar., 2014-Feb., 2015 <i>Kyungpook National University</i>		
SKILLS	<table><tr><td>LANGUAGES Korean: (Native Speaker) English: (Intermediate, TOEIC 880) Japanese: (Elementary)</td><td>COMPUTER Word Processing & Spreadsheet: Microsoft Word, Microsoft Excel Presentations: Microsoft PowerPoint, Prezi Operating Systems: Windows</td></tr></table>	LANGUAGES Korean: (Native Speaker) English: (Intermediate, TOEIC 880) Japanese: (Elementary)	COMPUTER Word Processing & Spreadsheet: Microsoft Word, Microsoft Excel Presentations: Microsoft PowerPoint, Prezi Operating Systems: Windows
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Final Notes

There are numerous sites that provide free examples and templates that can help you design a résumé or CV. Do some online research to find a visual design that appeals to you.

Works Consulted

The following were used in the making of this Essentials Guide:

- Doyle, A. (2019) How to Create a Professional Resume. *The Balance Careers.com* Retrieved from: <https://www.thebalancecareers.com/how-to-create-a-professional-resume-2063237>
- Monster Worldwide Inc. (n.d.). *What makes a Good CV Stand Out?* Retrieved from: <https://www.monster.co.uk/career-advice/article/cv-design-and-formatting>
- Tomaszewski, M. (2019) CV vs. Resume: Definitions, Difference & When to Use Which. *Zety.com*. Retrieved from: <https://zety.com/blog/cv-vs-resume-difference>

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