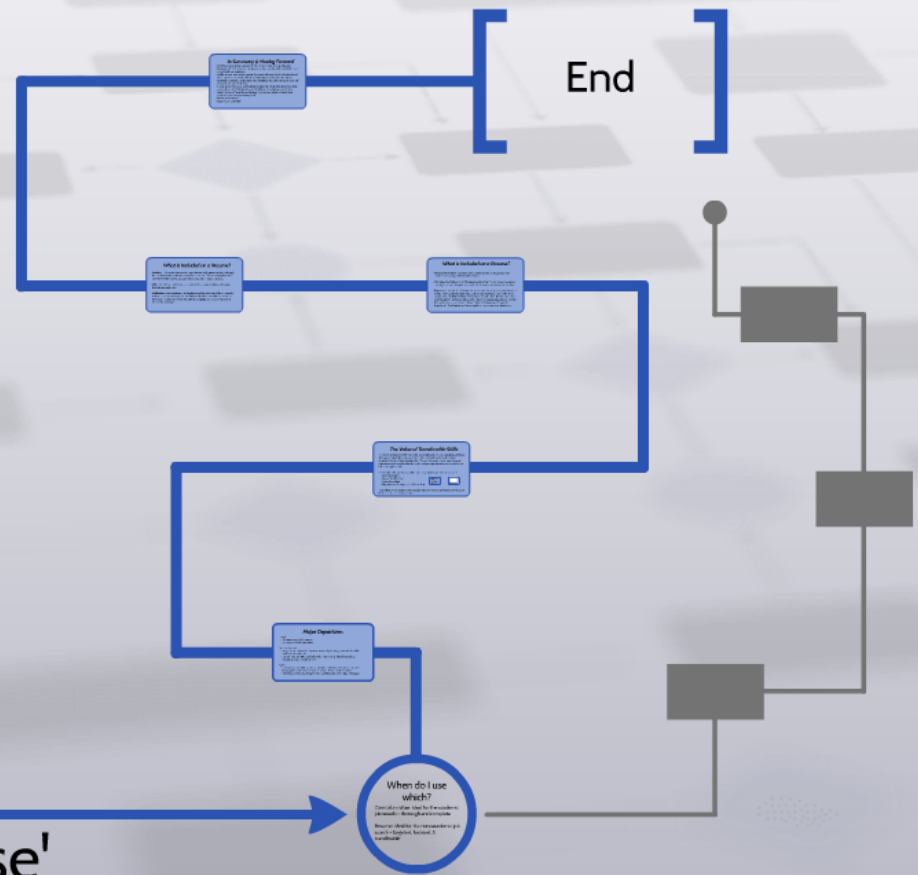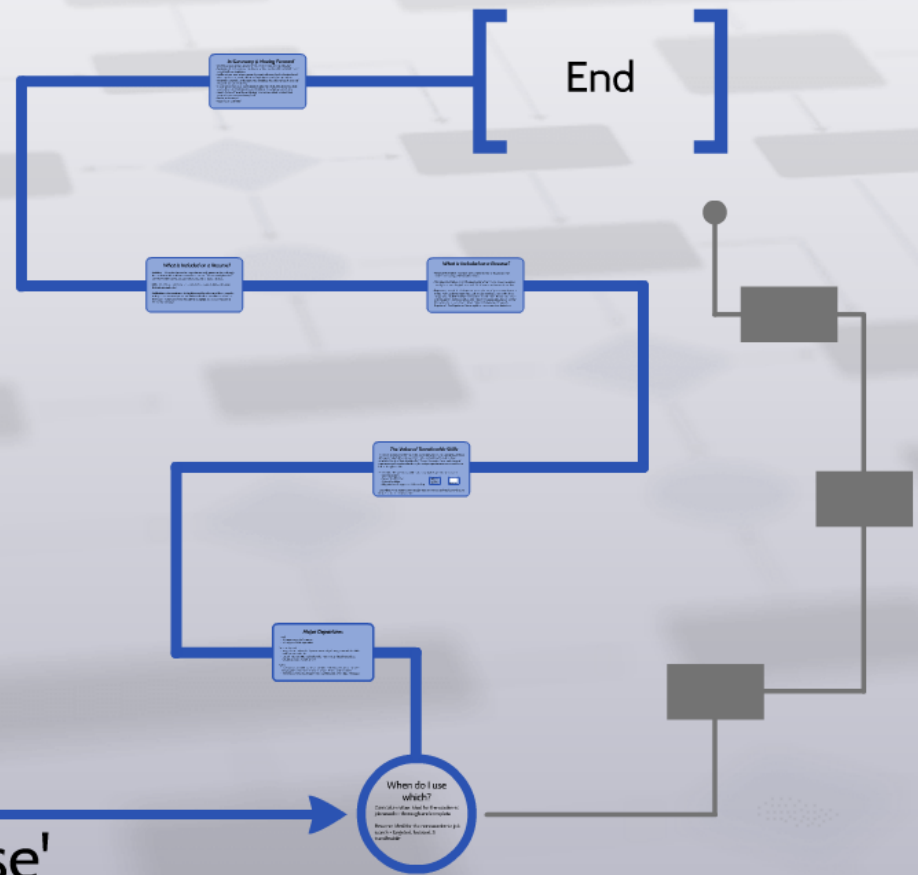End

CV to Resume Conversion

From 'deep dive' to 'clear & concise'

End

CV to Resume Conversion

From 'deep dive' to 'clear & concise'

When do I use which?

Curriculum vitae: Ideal for the academic job search - thorough and complete

Resume: Ideal for the non-academic job search - targeted, focused, & transferable

Major Departures

Length
- 1-2 pages for MA/MS students
- 2-3 pages for PhD's & postdocs

Depth vs. Breadth
- Bring value to the breadth of your experiences by focusing on transferable skills as they relate to the role
- Extracurricular activities, leadership roles, mentoring, and teaching can be as valuable as research & coursework

Format
- No longer an exhaustive document, a resume is structured differently than a CV, bringing attention to broader areas as they are relevant to the employer
- References, extensive publication history, and long coursework lists unnecessary

The Value of Transferable Skills

The most crucial element of the CV to resume conversion is the spotlighting of those skills you acquired while a student that can be easily utilized in work settings, otherwise known as **'transferable skills'**. These skills address the broader range of experiences you've gathered and compliment your specific accomplishments in the lab or through research.

Transferable skills commonly address often overlooked, yet vital areas such as:
- Communication
- Research & Planning
- Human Relations
- Organization, Management, & Leadership

Depending on the position, you may also want to minimize technical terminology to instead focus on transferable skills

Example: Research

CV sample entry for a research role:
Contributed to and led multiple research programs on the redesign and synthesis of antitumor anthraquinone pluraflaving A. Working toward completion of the total synthesis of ET-743 as well as additional analogs for biological evaluations and structure/activity relationships.

Resume sample for same role, focusing on transferable skills:
- Collaborated with two postdocs and three graduate students to ensure successful and timely project completion
- Managed and mentored two undergraduate researchers
- Designed, revised, and improved lab protocol throughout research
- Published research articles on formal synthesis of ET-743 in two peer-reviewed scholarly journals
- Presented research at a symposium lecture with over 300 attendees

Using the Job Description

Project Engineer

Google Inc.

Interested candidates send resume to: Google Inc., PO Box 26184 San Francisco, CA 94126 Attn: A. Johnson. Please reference job # below:

Project Engineer (Sunnyvale, CA) Utilize engineering knowledge to plan, design, & develop workspace solutions for Google. **#1615.13118** Exp Incl: responsibilities of oper proj deli; facilities maint & build oper; strat space plan & prog plan implement support; people mgmt &leadership skills, w/ proven ability to influence at all levels of the org & delegate effectively; client rship mgmt incl working w/ sr leadership, dev & maint of new bus rships, ability to prioritize competing bus needs under resource constraints, & use of influ to advocate for resources in a matrix org; budget forecasting; & demonstrated ability to handle multiple requests in a fast paced office environment.

Send Me Similar Jobs By Email

Apply Now

To apply, follow the employer instructions.

Details

Posted:
August 14, 2017

Location:
Sunnyvale, California

- **Prioritized qualifications:** engineering design, leadership skills, budget work, and multitasking capability
- **Speak in their language:** project delineation, people management, client relationship management, prioritizing competing business needs, delegation, and handling multiple requests

Prezi

What is Included on a Resume?

- **Personal information** – List your name, phone number, professional email address, and mailing address for this section.

- **Education information** – Limit this area to a list of institutions, majors/programs, and degrees earned (major honors and a list of 3-6 relevant courses is also fine).

- **Experience** – Include detailed, yet succinct descriptions of your accomplishments in your work/academic experiences, as they relate to the position to which you are applying. Do NOT merely list responsibilities of the role. Be sure to integrate noted usage of transferable skills where relevant. If appropriate, you can identify this section in a more detailed fashion ("Relevant Experience", "Research Experience", "Lab Experience", for example) but avoid excessive subdivisions.

What is Included on a Resume?

• **Activities** – This can be included as a separate section if you do not feel as though the transferable skills exhibited meet the of the role. This commonly includes community volunteering, extracurricular clubs, and/or leadership roles.

• **Skills** – Use this as a summary for technical skills, laboratory skills, and foreign language competencies.

• **Publications & Presentations** – Try to determine the relevance of these, topically, to the position or employer and use "Relevant Publications & Presentations" as the header. If you feel a more thorough list is appropriate, you can include the list as a separate page.

In Summary & Moving Forward

- Use the samples on our website to find a format that works best for you!
- Review positions in areas you are interested in to identify skills and qualifications sought by those employers.
- Reflect on your own experiences and generate a thorough and exhaustive list of those experiences and the skills & accomplishments associated with them.
- Organize your professional experiences to address the skills and qualifications of that particular job or industry.
- Ensure you are using a proper balance of action-oriented verbs to demonstrate your skills, while minimizing jargon unfamiliar to this employer or industry.
- Meet with the Office of Career Strategy for a resume review or submit your resume to ocs.resumereview@yale.edu.
- Revise, revise, revise!
- Ready? Set? Distribute!

End

CV to Resume Conversion

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