



UNIVERSITY OF
TORONTO

Resume/CV for Grad School and Research

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Introductions

- Introduce yourself in 30-seconds
- Discuss what you think the difference is between a resume and a CV



Research

- Who is your audience?
- Investigate each program/research area
- Investigate potential supervisors
- Investigate the industry: trends in research
- Search/ask for example academic CVs

What is a CV?

- A **curriculum vitae (CV)** is a more comprehensive document that details ALL your past education, experiences, and competencies, including public presentations, academic writing and professional development.
- When do you need a CV?

CV sections

- Education
- Honours and Awards
- Research and Teaching Interests
- Experiences (Research, Teaching, Professional, Academic and Administrative)
- Publications
- Conferences
- Academic Associations and Services
- Languages
- References

Sample CVs

- Our CV handout includes multiple sample CVs:
 - <http://www.studentlife.utoronto.ca/cc/resumes>
- Ohio State Faculty of Medicine:
 - http://medicine.osu.edu/students/life/career_advising/pages/cv.aspx
- UBC:
 - <http://students.ubc.ca/career/resources/resumes#cv>

CV ≠ Resume

cur-ric-u-lum vi-tae

kə'rik(y)ələm 'vē,tī,'vītē/

Latin: *Course of life*

Focus on content-based knowledge

ré-su-mé

'rezə,mā,'rezə'mā/

French: *Summary*

Focus on skills

*difference in sections, length & positions

Common Resume Sections

- Profile/Qualification Highlights
- Education
- Work Experience – Related
- Work Experience – Additional
- Volunteer Experience
- Contact information (address not necessary)

Research and/or Professional?

- What might the central focus of an application documents be for research programs/positions versus professional ones?
- When are you more likely to need a CV? Resume?
- What should you do if the desirable document format is not the most effective way to highlight your previous experience?

Create a ResuVe

- Elaborate your research related experience
- Relevant courses and activities
 - Research projects
 - Independent research course
 - Lab Work & Research Assistant
 - Volunteering experience

Create a ResuVe continued...

- Focus on your transferrable (research) skills for graduate study and future careers
 - Coursework: writing, data collection, analyzing
 - Lab work: technical skills, reports
 - Activities: teamwork, leadership, presentation
 - Previous jobs: time management, communication
- Consider a summary of skills section

Review the sample ResuVes, what do you like and dislike about them?

Turn your skills & experience into statements

Skills-based Statement



Action Verbs

Management/ Leadership Skills	Communication/ People Skills	Research/ Technical Skills	Organization/ Detail Skills
administered	addressed	analyzed	arranged
approved	arranged	collected	cataloged
assigned	collaborated	computed	categorized
authorized	composed	designed	classified
coordinated	convinced	determined	compiled
delegated	drafted	evaluated	distributed
developed	edited	examined	filed
established	formulated	formulated	generated
handled	influenced	identified	implemented
hired	involved	inspected	incorporated
increased	mediated	investigated	monitored
initiated	moderated	measured	prepared
managed	negotiated	researched	processed
motivated	participated	standardized	responded
organized	persuaded	studied	reviewed
planned	proposed	summarized	scheduled
prioritized	responded	surveyed	standardized
produced	suggested	systematized	updated
reorganized	summarized		validated

Outcome-Based Statements

- Under your experiences, consider using outcome based statements to describe your experiences.
 - Start with a strong action verb (that is also a skill) and provide evidence
 - Examples:
 - Facilitated weekly discussions with groups of 15 students and received excellent end-of-term evaluations
 - Analyzed 30 trials over 3 months to obtain significant, now published, results

Develop your outcome-based statements

- Develop 3-5 outcome-based statements that demonstrate your transferrable research skills
- Share them with your partner and exchange feedback

Resources – Career Centre

The screenshot displays the Career Centre website with a navigation menu at the top: EXPLORE CAREERS, GET EXPERIENCE, RESUMES, INTERVIEWS ETC., FIND WORK, FURTHER EDUCATION, FOR GRAD STUDENTS, and ADVICE AND TOOLS. The main heading is 'RESUMÉS AND COVER LETTERS'. Below this, there is a video player for 'The Cover Letter' and a list of documents: 'Resumé Workbook (PDF)', 'Resumé and Cover Letter Toolkit (PDF)', 'Creating your academic CV (PDF)', and 'Creating your cover letter for academic positions (PDF)'. The page is divided into sections for Resumés, Cover letters, Resumés/CVs for graduate school and research, Academic CVs, and Resumé Workbook & Toolkit. The footer of the page shows the system tray with the date 1/3/2017 and time 2:15 PM.

STUDENT LIFE > CAREER CENTRE > RESUMÉS AND COVER LETTERS

RESUMÉS AND COVER LETTERS

Some employers are looking for a standard resumé or CV and cover letter, while others may invite you for an interview based on your LinkedIn profile, video or infographic resumé. Talk to people working in your field to find out what will get you through the employer's door.

Resumés

Most employers will spend 10-20 seconds reviewing a resumé. They will take a closer look if you've articulated that you have the skills and abilities to do the job. Include experience gained through work-study positions, internships, part-time and volunteer positions.

Resumés/CVs for graduate school and research

Undergraduate students applying for research positions, graduate/professional programs, or for scholarships or bursaries should use a modified resumé format. This format incorporates most of the headings found in a resumé plus research interests, experience and academic achievements. Attend our workshop, 'Resumés/CVs for Grad School' to learn more.

Academic CVs

Graduate students who have completed their master's or doctoral program and are applying for academic positions need an academic CV. In an academic CV you should highlight your academic achievements, publications, scholarly interests, and skills. Take a look at the document section for tips on creating an Academic CV + Cover Letter.

Cover letters

Your cover letter is not simply a repetition of your resumé or CV. Use it to highlight connections between how your degree or experiences relate to the position, and to tell an employer how you'll be a good fit for the job and what you know about their organization. [Research the Labour market](#) to understand the organization's needs and requirements, and determine whether the job and the workplace are a good fit for you.

Resumé Workbook & Toolkit

Get detailed information about creating resumés and cover letters to get you started. Download the resumé workbook and/or toolkit in the column to the right.

Need extra help?

For the latest tips on writing resumés and cover letters, download one of our [online guides](#).

You can also sign up for a Resumé and Cover Letter [workshop](#) here at the Career Centre. After that, book a Resumé Ready [appointment](#) with a career peer advisor if you need extra assistance.

DOCUMENTS

- [Resumé Workbook \(PDF\)](#)
- [Resumé and Cover Letter Toolkit \(PDF\)](#)
- [Creating your academic CV \(PDF\)](#)
- [Creating your cover letter for academic positions \(PDF\)](#)

Questions

