

How to Convert a CV into a Resume

A curriculum vitae, or CV, is used when applying for careers in the academic world. But what do you use if your search is outside the world of academia? In this case, a resume is a more appropriate resource when applying for non-academic jobs. Use the tips below as a guide to help you convert your CV into a resume.

1. Formatting Differences

Resume	Curriculum Vitae
<ul style="list-style-type: none"> • 1 page • 2 pages, only if you have considerable experience 	<ul style="list-style-type: none"> • Several pages
<ul style="list-style-type: none"> • Focus on experiences specifically related to the job for which you are applying • Highlight accomplishments and achievements 	<ul style="list-style-type: none"> • Display research and teaching experience • Extensive documentation of coursework, publications, and presentations
<ul style="list-style-type: none"> • References listed in a separate document 	<ul style="list-style-type: none"> • References included in the document

2. Sections to Include

A resume should focus on your skills that are directly related to the job you are applying for. Employers will want to learn about your educational background and your professional experience. In your **education section** you may include GPA, major awards, concentrations, and relevant coursework. If you held a leadership role in a student organization, served on a committee, or volunteered, an **activities section** that highlights your university and community involvement would be appropriate. The main focus of the resume should be your **experience section**. Include professional work, internships, and paid and unpaid positions. Go beyond the basic description of your role and integrate your accomplishments and achievements into the explanations. This will show the potential that you have for adding value to a company. **Additional sections**, such as language, technology skills, professional organizations may also be included.

3. Highlight Transferable Skills

Transferable skills are the abilities that you have gained through your educational and professional experiences that can be utilized in the work place. Employers look to see that the skills that you offer match up with the goals of the company. By using action words to describe your experience you can display these qualifications easily. Also, be sure to use keywords from the job description on your resume. Employers will be looking for these qualities and seeing the keywords will encourage them to focus on your application.

- **Designed** an effective training program
- **Executed** data entry on programs such as MS Excel
- **Organized** annual public relation events
- **Performed** DNA extraction on vertebrate samples
- **Trained and supervised** new employees
- **Developed** plans to separate steam lines

4. Visit the Career Center

Once you have completed a rough draft of your new resume, schedule a Resume Review appointment at the Career Center to have it critiqued. Our office is open from 8:00a.m. to 4:30p.m. Monday - Friday. We are also willing to make special accommodations for students who unable to visit us during those hours due to work or other obligations. To set up an appointment call 207-581-1359 or visit our office on the 3rd floor of the Memorial Union.