

# Translating Your CV to Industry



Best Practices

GRADUATE STUDENT APPRECIATION WEEK

# CV TO RESUME

Catherine Neiner  
Director, University Career Services

# WHAT ARE WE GOING TO DO TODAY?

Welcome and Introductions

The purpose and differences

How to craft a resume

Looking ahead to a non-academic career (if time permits)

## Questions & Answers

Type your questions into the chat window  
during the presentation.

# What is the main purpose?

## CV

- Describe academic credentials
- Describe professional accomplishments
- Apply for faculty or post-docs or research positions

## Resume

- Describe job skills, experience, and qualifications
- Describe accomplishments
- Apply for industry, government, community positions

**Get an interview**

# Resume 101: The Basics

- Heading – name, contact
- Education (including study abroad)
- Experience
- Leadership/Community Involvement
- Honors/Awards/Recognition
- Certifications/Licenses
- Languages
- Papers/Presentations

# Skills and Knowledge Worth Highlighting

- Problem solving
- Pattern of accomplishment
- Strategic thinking
- Results orientation
- Interpersonal interactions
- Communication

# What Do You Want Your Resume to Tell an Employer About You?

- My core interests are:
- My main strengths are:
- My strongest skills are:
- The role I typically take on is:
- The things I do well are:

# Education

**Georgia State University**

May 2018

Ph.D. History

**Important University**

Master of Arts History

**Prestigious College**

**Bachelor of Arts** *cum laude* in History

Phi Alpha Theta National Honor Society in History

**University of Berlin**

Spring 2014



# Experience

- Jobs
- Graduate Assistantship
- Internship/ Practicum
- Military

Athletics  
Community involvement

# In Each Bullet Point

- Begin with a past tense action verb.
- Meaning must be clear, truthful and comprehensive.
- Use language that is meaningful to the reader.
- Present specific information.
- If possible, include a quantified result.
- Avoid pronouns.

**Do NOT use “Responsible for. . .” Or “Duties included. . .”**

# Action Verbs that Describe Skills

- Achieved
- Advised
- Analyzed
- Assisted
- Automated
- Budgeted
- Coached
- Conducted
- Coordinated
- Counseled
- Created
- Designed
- Developed
- Increased
- Implemented
- Led
- Managed
- Motivated
- Organized
- Performed
- Planned
- Promoted
- Scheduled
- Served
- Solved
- Supervised
- Surveyed
- Trained

# Develop Effective Bullet Points

## Responsibility

- Teach introductory history course
- Conduct research
- Advisor to Phi Alpha Theta chapter
- Volunteer

## Accomplishment

- Revised core course to include experiential learning module
- Analyzed data for inclusion in a published research study
- Incorporated field trips to historical places as a perk for selection
- Helped refugee children excel in school by teaching them to read

# Responsibility v. Accomplishment

## Responsibility

Responsibilities included teaching core history course, holding office hours, grading papers.

## Accomplishment

- Designed and implemented an experiential learning module into the core history course. Student demonstrated a connection between coursework and career.
- Instituted virtual office hours and increased student engagement by 50%.
- Returned graded papers with comments within one week of submission.

# Experience

## **EXPERIENCE**

Georgia State University August 2016 – present  
Graduate Teaching Assistant

- Designed and implemented an experiential learning module into the core history course. Student demonstrated a connection between coursework and career.
- Instituted virtual office hours and increased student engagement by 50%.
- Returned graded papers with comments within one week of submission.

# Other Headings

## **LANGUAGES**

German (fluent) French (proficient) Spanish (basic)

## **PAPERS/PRESENTATIONS**

“Title” Publication, Date

“Title” Conference Date

# Should I Use an Objective?

## **Only if:**

- Your employment goal is very well defined
- You are customizing your resume for a specific position
- You need to give the reader a clue as to why you are applying

## **Not if:**

- The statement is very broad



# What Happens When My Resume is “Read” by a non-human?

## Do NOT use

- Underlining, italics, fancy fonts
- Abbreviations EXCEPT those in standard use
- Pictures and graphics
- Highlighting, shading, symbols other than standard bullets

## Do use

- Key words
- Jargon specific to the career
- Save as pdf

# 3 C's: Components of a Job

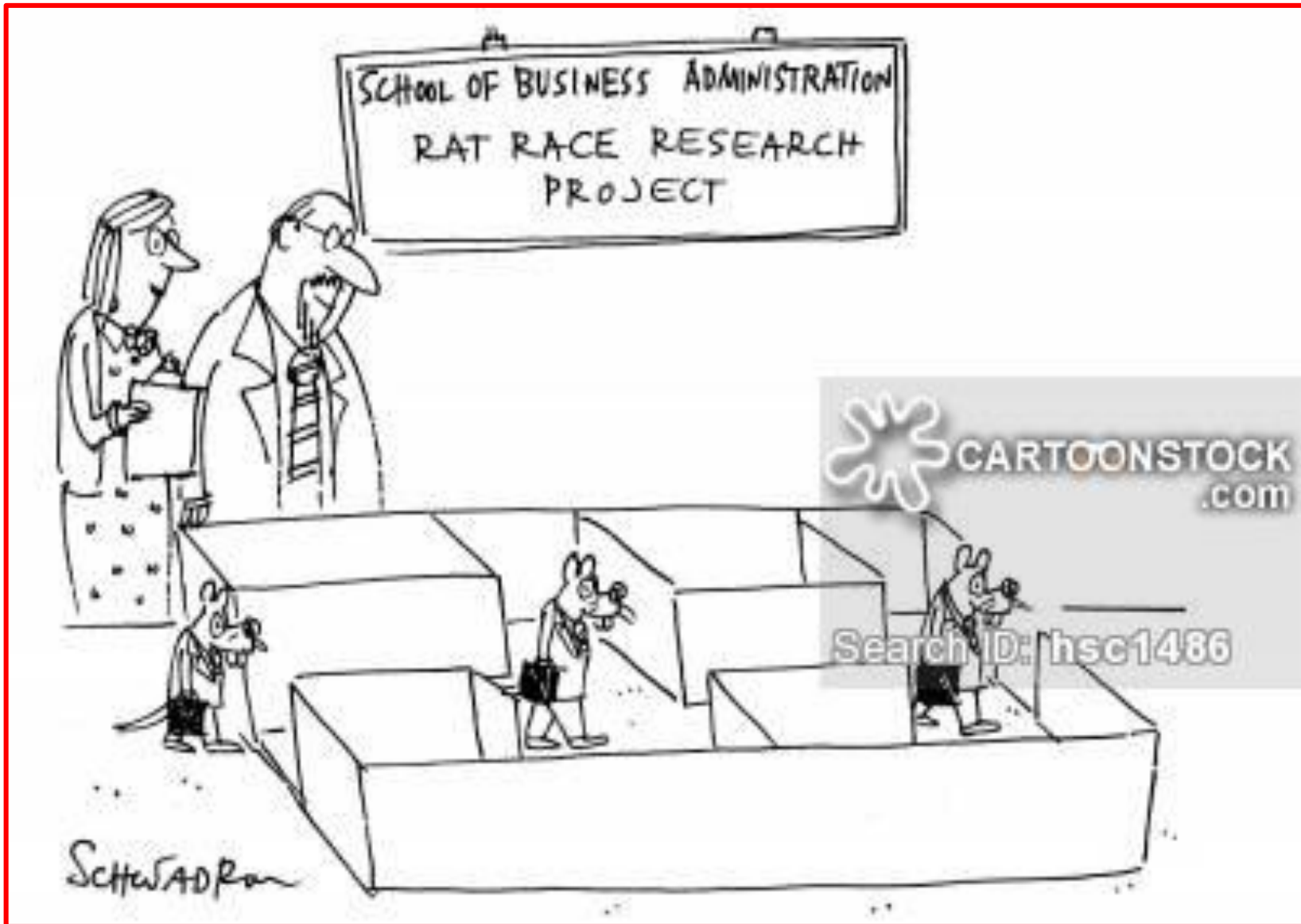
- Compensation
- Content
- Character

# Assess My Current Situation

- Factors
- Options
- Challenges
- Resources

# Develop An Action Plan

- Set your **goal**
- Consider **barriers** to achieving the goal
- Consider **resources** needed
- Determine how you will **measure progress**
- Develop **action steps**





***“It’s like the old days in the lab, Charlie.  
You learn the maze, you get the food pellet,  
you go home. What else can I say?”***

# Resources



<https://gsu.optimalresume.com/>

<https://gsu.joinhandshake.com/login>

<https://career.gsu.edu/>



# Questions



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THANK YOU

We Value Your Feedback | [click to take survey](#)