

Building Your C.V.

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AAHHE Eight Annual National Conference
Hyatt Regency Riverwalk Hotel, San Antonio, TX
March 26-30, 2013

Elements of a C.V.

- The Objective Statement
- Contact Information
- Education
- Experience
- Honors and Activities

What is an Objective Statement?

- A short section (usually 1-3 lines), often in the form of a sentence fragment, immediately below your contact information
- An “at a glance” picture of you and your career interests
- Other names: *Professional Objective, Resume Capsule, Career Goals, etc*

What is a Contact Information Section?

- Provides information to help prospective employers contact you
- Presents a first impression
- Is usually located at the top of the page

Education

What is an Education Section?

- A section that emphasizes your educational background and formal training, individualizing for an organization.
- Usually a major section for college students and recent graduates

What to Include an Education Section?

- Schools you have attended, including universities, community colleges, technical schools, etc.
- Location of school(s)
- Date of graduation, actual or anticipated
- Degree(s) earned or pursued
- Grade Point Average (GPA)
 - Some people choose to withhold their GPAs because they feel it is irrelevant or not high enough.
 - If a company specifically requests your GPA, however, it is probably in your interest to provide it.
- Courses taken outside of typical major classes that may add to qualifications of job

What else May be Included?

Extra information about your degree (major, minor or selective GPAs, funding sources, honors, etc.) — usually listed or included in parentheses

Specializations and special projects — usually listed or described briefly

Other relevant skills and training (relevant coursework, computer skills, language proficiency, certifications, licenses, etc.) — may be subsections or separate sections

Questions to Answer

- What are my major and minor GPAs?
- Any honors related to my degree?
- How is my education funded?
- What are my major(s) and minor(s)? What are my areas of emphasis, specialization, or concentration?
- What special course or degree-related projects may be relevant?
- What courses have I taken that are related to my career goals?
- With what computer programs am I most familiar?
- What language proficiencies do I have?
- Any certifications or licenses?
- Do I have any on-the-job educational training such as in-house training programs?

Experiences

What is an Experience Section?

- A section that demonstrates your most relevant experience in work or activities.
- Other common names: *Professional Experience, Work History, Field Work, Volunteer Work, etc.*
- Special names: *Technical Experience, Supervisory Experience, Aviation Experience, etc.*

The Experience Section

- The experience section usually gives students more trouble than any other section in the resume because it is the hardest to write.
- Why? Primarily because in addition to listing information about experiences, one has to describe them.
- If your experiences can be described with a more detailed heading, consider using one because readers will see your qualifications at a glance.
- If you have many experiences, you might also consider grouping them into two different experience sections such as “Leadership Experience” or “Management Experience.”

The Experience Section

- Employers are interested in hiring people not so much as students but as workers
- persuade prospective employers that your experiences make you qualified for the job
- Help your resume stand out from others in the stack
- Build your professional identity

What Goes Into This Section?

- Company or organization and location (city, state)
- Position title
- Dates of employment or involvement
- Descriptions of responsibilities, duties, achievements, etc.
- Use action verbs to describe duties!

Build Your Experience

- Your experiences may include:
 - jobs
 - volunteer positions
 - appointments
 - assistantships
 - internships
 - any activities that used the same duties or qualifications that may be used in the job you're applying for

Describing Experiences

- Include experiences that
 - Related to your career goals
 - Relevant to the job description
- Unless students only have one or two experiences, they probably should be selective about what to include.
- If possible, include only experiences related in some way to the job for which you are applying.
- What if your experiences do not relate to the job?
 - Then you may either choose to develop other sections of your resume or to work on “packaging” your experiences in the most relevant way possible.

A Formula for Success

- Tailor for your audience
- Use appropriate headings
- Included required content
- Organize your section strategically
- Develop your descriptions
- Make your descriptions parallel
- See through potential employer's eyes

Honors and Activities

What is an Honors and Activities Section?

- A section that emphasizes your participation in relevant activities and any honors you have received
- Other names
 - Awards
 - Memberships
 - Volunteer Work
- Some people list only awards and honors, some list only extracurricular activities or hobbies, others list only professional memberships or volunteer work—and still others mix all of these together in the same section.

Why Engage in these Activities?

- Provide additional evidence of your qualifications
- Give employers a sense of who you are outside of school and work
- Just like the experience and education sections, these activities provide evidence that the applicant is the ideal person for the job

Honors and Activities

- Awards, grants, prizes, and special honors
- Extracurricular activities
- Volunteer activities

Awards, Grants, Prizes, and Honors

- Awards
 - Appreciation
 - Research and Creativity
 - Outstanding Student
 - Outstanding Service
 - Outstanding Achievement
 - High Scholarship
 - Education scholarships
 - Any award related to extra curricular activities

Awards, Grants, Prizes, and Honors

- Grants
 - If you wrote a proposal for funding your education
 - Ask your Faculty Advisor for additional information
- Prizes
 - Any prize related to your extra curricular activities

Awards, Grants, Prizes, and Honors

- Honors
 - Honors related to your grades such as being an Honor student, or being in the President's or Dean's list
 - Honor societies such as Beta Gamma Sigma, Phi Beta Kappa, Phi Kappa Phi, Gamma Sigma Delta, etc.
 - University or departmental organizations such as Student Government Association, Ethnicity Associations, Gender Associations, etc.
 - Participation or presentations at Annual Meetings, Conferences, Symposiums, Producer's Meetings, etc.
 - Research assistantships
 - Scholarships

Extra Curricular Activities

- Memberships in professional clubs
- Memberships in university or departmental organizations such as Student Government Association, Ethnicity Associations, Gender Associations
- Team member in sports, music, theater, etc.
- Boy scout, girl scout, Future Farmers of America (FFA), 4H, etc.
- Volunteer Activities (see next slide)

Volunteer Work

- Ecological
 - Planting trees or preserving/cleaning environmental or natural resources
- Wildlife
 - Protecting or helping wild animals
- Community activities
 - Fire fighter, life guard, age related such as helping children or the elderly, health related, adopt-a-block program, big brother big sister, etc.
- Religious activities
 - Church related activities
- Tutoring or mentoring
- Assisting faculty or staff

Honors and Activities

- How relevant are your honors and activities to the job you are applying to?
- Which honors and activities would most interest prospective employers?
- How much space do you have? Choose and organize your information to emphasize the most relevant activities.

Approaches

Simple approach

Agribusiness Club, Texas A&M University -
Commerce, January 2013-Present

Elaborated approach

President, Agribusiness Club, Texas A&M
University - Commerce, January 2013-Present

- Planned and organized activities
- Increased membership by 20%

References

- This presentation is based on the Résumé Workshop Presentation by Purdue Online Writing Lab (OWL).
- Purdue Online Writing Lab. “Developing Your Resume.” A Workshop Series.
- Available Online at:
<http://owl.english.purdue.edu/owl/resource/719/06/>

Thank You!