
CURRICULUM VITAE: HOW TO CONVERT YOUR CV TO A RESUME AND HOW TO CONVERT YOUR RESUME TO A CV

CONVERTING YOUR CURRICULUM VITAE TO A RESUME

Why would I convert my CV to a resume?

For most career paths, you need a resume. While a CV (*curriculum vitae*) is necessary for an academic job search, it is not appropriate elsewhere. A resume focuses on your experience and skills in a concise, clear manner, whereas a C.V. is much more detailed.

How do I do it?

A good resume demands preparation: you should research the fields, employers, and jobs you are targeting and address your resume to the specific skills and experience that they demand. Often your resume is your first introduction to a prospective employer, so it should be persuasive and compelling. Therefore, you need to find out what particular employers want. Do they require certain key skills or competencies? What about specific qualifications? Are there personal qualities that they look for in their employees? Once you have this information, you will be able to determine what material from your CV you should use for your resume. Remember, a good resume emphasizes those qualifications and skills that are appropriate and *relevant* to a given position.

Do I have any transferable skills?

Yes! To begin to determine what skills you can offer a new employer, make an inclusive list of characteristics and abilities that are important to you as a graduate student. (Some examples to get you thinking: you can persuade people, cope with uncertainty, maintain meticulous accuracy, synthesize information, and explain complex concepts....) These skills are useful outside the lab, library and classroom: tell prospective employers what you can do!

Read up on the fields in which you are interested. What kind of language prevails, and what skills are important? For example, consider grading, a form of evaluation and assessment. You can recast your experience as a grader in managerial and supervisory terminology that is appealing to prospective employers.

What about formatting?

Make your resume is pleasant and easy to read. It should be simple, and the page should not seem crowded. Resumes divided into sections on "experience," "education," and "skills" are most common, as is reverse chronology. Look through resume books and fact sheets in the OCS Resource Room, check out the example resumes available online at:

http://sipa.columbia.edu/resources_services/career_services/current_students/career_resources.html, and browse the web for further examples of different resumes.

Be aware that items appearing on the far left and at the beginning of sections tend to receive the most attention. Order is also important, so you may want to list your education first, and *then* your experience. Capitals, bold, and italic type can clarify your resume, but they can also make it confusing. Keep it simple.

Transforming your CV to a resume in a few simple steps

- Research and identify skills and qualifications sought by your prospective employers.
- Generate a list of your transferable skills, jobs, and other relevant experience.
- Choose headings and organize your information to present your most relevant experience first.
- When you describe your skills, achievements, and experiences, use action verbs.
- If you cannot explain something in terms of the job you want, cut it.

- Make sure your formatting is clear, your content concise, and your usage consistent.
- Meet with a career counselor to receive feedback and suggestions.
- Proofread, proofread, and proofread.
- Revise your draft and print the final copy on quality resume paper.

CONVERTING YOUR RESUME TO A CURRICULUM VITAE

Why would I convert my resume to a CV?

In the United States, resumes are used for most career paths. However, a CV is usually necessary when applying for international, academic, education, scientific or research positions or when applying for fellowships or grants. In the United States, CVs are requested when employers want a more in-depth profile and understanding of job applicants. Outside of the United States, CVs act as resumes and are most common for any career path.

Five steps for transforming your resume into a CV:

1. At the start of transforming your resume into a CV, take your personal information (along with your address and contact information) and add personal details typically left out of a resume—for example, your marital status and nationality.
2. Write a summary of your skills and experience as an introduction to potential employers. This summary should include a list of positions held and an overview of your previous responsibilities, accomplishments and skills. Think of this information, along with the other details in the first one or two pages of your CV, as a quick guide to the more in-depth descriptions that follow.
3. Add considerable detail to job descriptions. An American-style resume emphasizes brevity; a CV does not. In a CV, job descriptions, rather than telegraphing details, should explain employment in depth, with references to specific projects, responsibilities and accomplishments. This section should offer the employer a deeper understanding of your work experience and show how your experience is relevant to the position you are applying for.
4. Consider including a section with publications, speeches, training courses and other accomplishments. Depending on your field—and your accomplishments—this section can be crucial in giving a potential employer a sense of your qualifications. If you have given six speeches at conferences, for instance, provide the topics, the locations and brief descriptions of each. The same goes for publications and courses you have completed.
5. Include details on the different languages you speak. Employers want to know how proficient you are at speaking, writing, and reading a different language. So for example, if you can speak a language but cannot read very well, then specify that you speak fluently and read proficiently.
6. Include details about any other special skills, interests and hobbies. You need not limit yourself to a single line outlining personal interests. Describe interests in detail, especially if they have some relevance to your potential success in an international position.

Books available in the OCS Resource Room: *The Global Resume and CV Guide*; *Best Resumes and CVs for International Jobs*; *The Career Change Resume*; *Real Resumes for Financial Jobs*; *Resumes for Banking and Financial Careers*; *Resume Almanac*; *Resumes that Knock 'Em Dead*; *Killer I-Banking Resumes*; *Killer Cover Letters and Resumes*