

Converting your CV to a Resume

Webinar 4 with Brittany Etmanski

Translating academic experiences to the job market.

1 KEY DIFFERENCES

CV

1. Academic-oriented
2. List-oriented
3. Focus on research experiences
4. Long (no page limit)
5. Template (standard)

Resume

1. Industry-oriented
2. Explanatory
3. Focus on work experience
4. Concise (1-2 pages)
5. Customized

2 WHAT MAKES A GOOD RESUME?

- ✓ Specific to the job ad/company
- ✓ A strong summary statement that highlights relevant core competencies
- ✓ Minimal academic jargon
- ✓ Easy to skim with some white space
- ✓ Experiences with quantified outcomes
- ✓ Use of industry-specific language as noted in the job ad

3 TRANSLATING EXPERIENCES

Step 1: List your experiences, work responsibilities, and skills acquired

Step 2: "PAR" Resume Writing Method
P - problem, state an issue or work task
A - action, how you addressed the issue or task

R - results, what was the outcome

ADDITIONAL RESOURCES

- Take advantage of your institution's career resources and workshops
- For more information or to watch the webinar recording, please visit the CSA website: www.csa-scs.ca/student-webinar-series

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