

CV Critiquing



The
Career Center
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What is a CV?

- Summary of professional qualifications
- Reflects yours abilities as an instructor, researcher, and scholar (or potential scholar)
- Commonly used for academic, research, and some government positions
- Faculty CVs tend to focus on
 - Teaching, Research, Service
- Unlike a résumé, there is **no page limit**

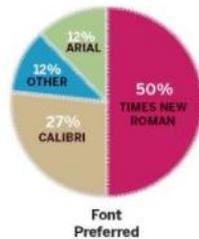
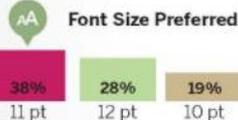
What Employers Say About Résumés

WHAT EMPLOYERS SAY ABOUT RÉSUMÉS

Employers are the ones with hiring power, so how about going right to the source? It seems that everyone has something different to say about résumés. In January 2017, The Career Center surveyed employers at Seminole Futures and Engineering Day career fairs to get their feedback about résumés.
113 employers completed the survey

DESIGN AND LAYOUT

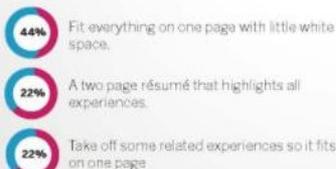
How important are the format and layout of résumés?



Most important element on a résumé in terms of design?
SIMPLICITY

FORMAT

What would you suggest for students who have many job-relevant experiences on their résumé?



The Most Important Thing on a Résumé

1. Words from a job description
2. Skills Learned
3. Concrete examples
4. Quantifiable
5. Information/Results



75% of employers prefer to see dates written out: September 2017 - April 2018.

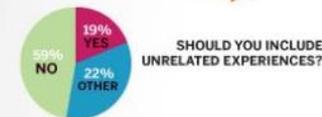
SKILLS AND CONTENT

Employers agree that career objectives are not usually helpful.
UNLESS CONCRETE SKILLS ARE INDICATED.

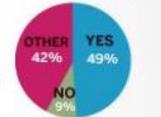


WHAT SHOULD YOUR EXPERIENCES HIGHLIGHT?

1. Basic language skills
2. Soft Skills (communication, interpersonal skills, leadership)
3. Basic computer skills



SHOULD YOU INCLUDE ADDITIONAL CERTIFICATIONS?



71% of employers say it is helpful to include a Summary/Profile of Qualifications.

REVIEW AND DELIVERY

A majority of employers spend 15 TO 30 SECONDS REVIEWING A RÉSUMÉ.

REASONS FOR RÉSUMÉ REJECTION

1. Misspelled words
2. Unorganized format
3. Lack of identifiable skills
4. Dates are missing
5. No detailed description of positions

Keep in mind
S4 Method: Simple, Smart, Specific, Skillful.

SIMPLE "Less is always more"
SMART "Sell yourself by showing what you learned"
SPECIFIC "Quantify your accomplishments"
SKILLFUL "Focus on transferable skills"

A majority of employers prefer receiving résumés by email or website application.

Employers advise students to visit **THE CAREER CENTER** for résumé critiques and feedback.
Visit CAREER.FSU.EDU or call 850-644-6431.



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Basics of Critiquing

- Recognize subjectivity
- Know the audience
- Ask questions
- Follow application instructions



Check Formatting First!

- CV length depends on your unique experiences
- Layout
 - Information most relevant to position opening should be first
 - Use **bold**, *italics* or underlining to emphasize certain categories, headings, position titles, organizations, etc.

How's The Header?

Considerations:

- Identification/Contact Information?
- Stands out enough but not too much?
- Length?

Alex Simmons

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Is there an Objective/Summary Section?

Considerations:

- Unique information?
- Tailored to the position?
- Length?

Summary of Skills and Qualifications

- Research tools and information management: Extensive experience in the application of research tools/methodologies to produce market information to quickly improve a company's bottom line;
- Corporate planning and execution: Operate as an effective management team member capable of integrating business information and intelligence into corporate strategic planning and tactical programs; very adept at drawing out the insights and business implications of research findings to (again) quickly impact the bottom line;
- Understand business sectors: Unique experiences in the telecommunications, technology, insurance, and not-for-profit sectors.
- Technical skills: Competent in all required research techniques, including multivariate statistics and the use of SPSS, SAS, MSWord, PowerPoint, Excel, and more.
- Foreign Languages: Fluent in French, conversational Spanish.

Review Education

Considerations:

- Reverse Chronological Order?
- Degree/Major?
- Institution/School/Location?
- Overall/Major GPA?
- Format?
- Dissertation topic?



Experience

Considerations:

- Reverse Chronological Order
- Beginning & Ending Dates
- Detailed Descriptions
- Verb Tense/Grammar
- Accomplishments & Results/Action-oriented

EXPERIENCE

Research Assistant, Tallahassee, FL

Florida Department of Health , January 2014 – Present

- Conduct epidemiologic and statistical analyses on sexually transmitted diseases risk factors/outcomes to inform policy decisions regarding prevention
- Complete multivariate and survival analysis, multilevel analysis, and mapping using statistical software

Review Other Sections

Considerations:

- Skills/Certifications/Research/Courses Taught/Publications/Grants/Fellowship/Presentations/Service
- “Soft” vs. “Hard” Skills
- Is the format consistent?



Design & Layout

Remember...

- Consistency
- Simplicity
- Specificity



Make Sure Not to Have...

Personal information (United States)

(Marital status, birth date, etc.)

Reasons for leaving past positions

Salary requirements

(can say “negotiable” in application)

Negative or irrelevant information

Drop-In Career Advising

Monday – Friday, 9 a.m. - 4:30 p.m.

Extended Tuesday hours, 9 a.m. - 8 p.m.

(Fall and Spring semesters only)

Closed Fridays, 1:30 - 2:30 p.m. (Fall semester only)



Professional Clothing Closet

Students can obtain FREE professional and business casual attire appropriate for:

- Career Fairs
- Interviews
- Internships
- The workplace



View hours of operation at
career.fsu.edu/ClothingCloset

The Career Center

Located in the Dunlap Success Center at the corner of Learning Way and Woodward Avenue.



100 South Woodward Avenue, Tallahassee, FL 32306

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