

# Writing CVs and Résumés

for Fellowships and Awards



The  
**Career Center**  
*linking futures*

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# What is a CV/ Résumé?

- 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
- For a résumé, 1-2 pages long; there is **no page limit**

# Preparing to Write

- Who is my audience? Who are my target organizations?
- What are my strongest selling points? (skills/accomplishments/experiences)
- How can I best summarize my qualifications?
- What is the language of my target field and how can I translate my skills/experiences to be most meaningful to my target organizations?

# Formatting

- 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.

# Typical Categories

- **Identification**
- **Objective/Summary (optional)**
- **Education**
- **Experience**
- **Additional Categories**  
(Specific to your experiences)
  - Research Experience
  - Publications
  - Teaching Experience
  - Research Activities
  - Expositions
  - Professional Seminars
  - Honors/Awards
  - Internships
  - Fellowships
  - ...and others

# Identification Options

**Jane Doe**

123 Happy Lane

Tallahassee, FL 32301

123-456-7890

jane.doe@fsu.edu

**JANE DOE**

123-456-7890 - jane.doe@gmail.com - [linkedin.com/janedoe](https://www.linkedin.com/janedoe)

**Other options:**

Credentials, Dossier, Portfolio, Link to Website

# Objective

Choose a focus...

## Focus on Qualifications:

**Skills**

**Education**

**Goals**

### **Skills**

Seeking a position which utilizes my analytical research, technical, and professional writing skills.

### **Education**

To obtain a position where I can use my Master of Arts in Museum Studies to enhance the cultural awareness and access to historical artifacts in the Tallahassee area.

# Objective

## Focus on Situation:

Career Areas

Position Title

Type of Organization

Functional Area

Population

## **Career Area/Type of Organization**

To obtain a position in the corporate litigation field with a large private firm.

## **Position Title**

To secure a faculty position in the physics department of a Division I research institution.



# Sample Summary

## 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.

# Education/Training

- Degrees in reverse chronological order
- Name of degree
- Date of degree
- Name & location of institution
- Major/minor(s)
- Overall GPA/GPA in major
- Relevant coursework
- Academic honors

## EDUCATION

Florida State University, Tallahassee, FL

**Doctor of Philosophy in Cognitive Psychology**, April, 2017

Dissertation Topic: *Cognition in Children*

GPA: 3.8

University of Michigan, Ann Arbor, MI

**Bachelor of Science in Psychology**, May 2012

Minor: Education

GPA: 3.7, *Cum Laude*

Relevant Coursework: Learning and Cognition

# Experience

**For each experience section include:**

position title

name of organization

organization's location

dates employed

duties/skills used/responsibilities

accomplishments/results

## **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

# Anatomy of a Bullet Point

- |             |                      |   |
|-------------|----------------------|---|
| Demonstrate | communication skills | while interacting with and serving customers. |
| Action Verb | Skill                | Tasks   |
- |             |                              |                            |
|-------------|------------------------------|----------------------------|
| Implemented | new student outreach program | raising enrollment by 20%. |
| Action Verb | Project                      | Result                     |

# Sample Action Verbs

- ADMINISTERED
- ADVISED
- BALANCED
- COMPILED
- CREATED
- DEMONSTRATED
- DESIGNED
- EXPEDITED
- ORGANIZED
- PLANNED
- PROPOSED
- SUPERVISED
- TRAINED
- UPDATED

# Tailor Your Document to A Desired Award

## **What We Do:**

- The Florida Gubernatorial Fellows Program was created from the belief that the best way to ensure Florida's greatness is to actively educate and cultivate its future leaders.
- This non-partisan program immerses students from public and private universities in key areas of state government. During their nine-month tenure in Tallahassee, Fellows receive advanced on-the-job training as well as an invaluable front-line view of the inner workings of government.
- As Fellows, participants fulfill roles of critical responsibility, interact closely with the state's top leaders and employ their skills and abilities in a highly rewarding environment.

## **Who We Need:**

- The best and the brightest! Only the most exceptional Florida undergraduate and graduate students are selected for this prestigious fellowship.
- Demonstrated achievement is an important place to start; however it takes more than that to be a Florida Fellow.
- Fellows are passionate about public service and making our incredible state even better. They work well with partners and colleagues from a diverse spectrum of backgrounds, cultures and political affiliations.
- They think on their feet and take the initiative when opportunities arise, conceive innovative solutions and contribute to major decisions. Sometimes all on their first day!

# Additional Sections: Show your Strengths

- Areas of Expertise
- Academic Interests
- Research Interests
- Courses Taught
- Publications
  - Break out by type: books, monographs, chapters, journal articles, invited papers, technical reports, etc.
- Research Grants
- Research Fellowships
- Service
  - University
  - Profession
    - Leadership Positions
    - Editorial boards
- Lectures/Seminars
- Presentations
  - Refereed/non-refereed
  - International/Domestic
  - Invited

# Additional Sections Cont.

- Programs & Workshops
- Consultations
- Professional Activities
- Major Committees/Committee Leadership
- Graduate Field Work
- Certifications/Licenses
- Honors/Awards
- Special Training
- Technical Knowledge/Skills
- Language Skills



# References

**List on Separate Sheet:**

**Name, Credentials**

Title

Organization Name

Organization Address

Relationship: \_\_\_\_\_

Phone:

Email:

**Janet Lenz, Ph.D.**

Associate-In/Program Director, Career Center

Florida State University College of Education

600 W College Ave, Tallahassee, FL, 32306

Relationship: Major Professor

Phone: 555-555-5555

Email: abc1d@fsu.edu

# CV Don'ts

**Do not include 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**

# Common Mistakes

- Disorganized
- Poorly Reproduced
- Overwritten
- Too Sparse
- Not Results Oriented
- Irrelevancies
- Misspellings, Typos
- Content Doesn't Match Objective



# CV Tips

- Be clear and consistent
- Proofread the CV
- Have the CV critiqued by multiple people
- Use quality paper to print your CV if submitting or mailing a hard copy
- Update it regularly
- Tailor your CV to each employer/position announcement
- Keep one master document with all of your information
- Use the Career Center *CV Rubric* and *Writing a Curriculum Vitae* guide!

# Graduate Student Resources



- **Career Advising** - drop-in at the Career Center (M-F 9:00 AM – 4:30 PM), visit your College/Department Career Liaison, or contact the liaison for Graduate Students
- **Resources** - [www.career.fsu.edu/Students/Graduate-Students](http://www.career.fsu.edu/Students/Graduate-Students)
- **Career Portfolio** - [www.career.fsu.edu/Portfolio](http://www.career.fsu.edu/Portfolio)
- **Mock Interviews** (in-person, Skype, phone) – [www.career.fsu.edu/Students/Prepare-for-the-Next-Step/Mock-Interview-Program](http://www.career.fsu.edu/Students/Prepare-for-the-Next-Step/Mock-Interview-Program)
- **On-Campus Interviews/SeminoleLink** - [www.career.fsu.edu/SeminoleLink](http://www.career.fsu.edu/SeminoleLink)
- **Informational Interviews/ProfessioNole** - [www.career.fsu.edu/SeminoleLink](http://www.career.fsu.edu/SeminoleLink)
- **Workshops, Career Fairs, and Events** - [www.career.fsu.edu/Students/Events](http://www.career.fsu.edu/Students/Events)

*For more information:* [career.fsu.edu](http://career.fsu.edu)

# 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

# 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](http://career.fsu.edu/ClothingCloset)

# Connect with us!



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