



UNIVERSITY  
CAREER CENTER

# CV to Resume & Including Diversity Work/Skills

Monday, March 21, 2022  
Jessica Kim

# Overview

- CV
- Resume
- CV vs Resume
- How to Convert CV to Resume
- What Do Employers Seek?
- Resume Section Examples
- Example CV to Resume Conversion
- Common Resume Mistakes
- Diversity on Your Resume
- Resume Main Takeaways

# Curriculum Vitae (CV)

- Latin Curriculum Vitae = “the course of one’s life”
  - A detailed description of all the academic activities & accomplishments you have accumulated throughout life (since college)
- PhD programs, master’s student, career in research (Academia)
- Fellowships, grants, postdoctoral positions, teaching & research positions
- High level research positions in industry - Senior researcher at the National Health Laboratories
- Curatorial roles (museum or art gallery)

# Resume

- French Resume = “summary”
  - A strategic, targeted, & concise overview of the most relevant skills & experiences that relate to the particular career or position to which you are applying
- Most often required by employers (US)
- 1 - 2 page summary of your Education, Work Experience, Credentials, & Accomplishments that are *relevant* to the job you’re applying for
- Do I submit my CV or Resume with my application? → Look at the job description/posting

# CV vs Resume

## CV

- Long!
- Product-oriented: what you have done
- Name & Contact Info
- Research Interests
- Education
- Technical/Specialized Skills
- Grants, Honors, & Awards
- Publications & Presentations
- Classes Taught/TF'd
- Postdoc Training/Fellowships
- Research Experience
- Non-Academic Employment
- Service to the University
- Scholarly/Professional Memberships
- References

## Resume

- 1-2 pages
- Process-oriented: what you can do
- **Name & Contact Info**
- Summary
- **Education, Awards, Relevant Coursework**
- Related Work Experience
- Leadership/Volunteer Experience
- Technical/Specialized Skills
- Languages, Computer Skills, Interests

# How to Convert a CV into a Resume

1. List all of your experiences that have contributed to your skills (dissertation research, lab work, teaching, leadership activities, volunteer experience, internships) & create a bulleted list of your transferable skills
2. Write each entry in a results-oriented, measurable style, emphasizing personal accomplishments & transferable skills
3. Find specific examples of jobs you're interested in; determine the 4-5 skills they are looking for in a candidate
4. Select the experiences that best align w/the skills for the jobs you selected & rethink your headings (get ready to remove a lot of hard-earned achievements including honors, awards, grants, papers, presentations)

# What Do Employers Look for in Your Resumes?

National Association of Colleges & Employers (NACE, 2022)



ATTRIBUTE	% OF RESPONDENTS SEEKING FOR CLASS OF 2022	% OF RESPONDENTS SEEKING FOR CLASS OF 2021
Problem-solving skills	85.5%	79.0%
Analytical/quantitative skills	78.6%	76.1%
Ability to work in a team	76.3%	81.0%
Communication skills (written)	73.3%	72.7%
Initiative	72.5%	67.8%
Strong work ethic	71.0%	65.4%
Technical skills	64.9%	67.8%
Flexibility/adaptability	63.4%	65.9%
Detail-oriented	62.6%	56.1%
Leadership	60.3%	67.8%
Communication skills (verbal)	58.8%	73.2%
Interpersonal skills (relates well to others)	56.5%	57.6%

# Skills Demanded by Employers

- Ability to verbally communicate w/persons inside & outside the organization
- Ability to work in a team structure
- Ability to make decisions & solve problems
- Ability to plan, organize, & prioritize work
- Ability to obtain & process information
- Ability to analyze quantitative data
- Technical knowledge related to the job
- Proficiency w/computer software programs
- Ability to create &/or edit written reports
- Ability to sell or influence others



# What Skills Do Graduate Students Have?

- Interpretation & analysis
- Abstract reasoning & problem solving
- Research
- Synthesis of ideas, data, or existing literature
- Communication (verbal & written)
- Self-management, initiative, & motivation
- Ability to express complex information clearly, especially if you have teaching & mentoring experience

# Tasks & Skills - Teaching a Course

## Tasks

- Prepared syllabus
- Ordered books
- Provided course resources
- Prepared lectures and discussions
- Developed multimedia resources
- Delivered lectures
- Evaluated student progress; met w/students privately to discuss their progress
- Answered questions, created exams, graded papers

## Transferable Skills (and action verbs)

- Organize and provide structure
- Plan and coordinate
- Present information to large groups
- Translate complex concepts to new learners in interesting ways
- Manage groups and lead discussions
- Communicate clearly to individual students and large groups
- Manage relationships and act as a mediator

# Sample Description - Teaching a Course

When writing your entry, decide which skills you want to highlight & then consider the actions you took & the results

**Philosophy Instructor**, *UNC Charlotte*, January 2022 - Present

- Create and deliver lectures on Philosophy of Literature, Philosophy of Religion, and Women in Philosophy twice a week to 50 undergraduates
- Expedite the knowledge and experience of different philosophical systems and religions
- Demonstrate the knowledge of human behavior, performance and psychological research methods
- Update personal knowledge of philosophy as offered by the Department of World Languages and Philosophy

# Example Conversions - Dissertation

UNC Charlotte Department of Political Science, Dissertation Research, Charlotte, NC (January - December 2021)

Dissertation: *International Policy and its Effect on Political Economy*

- Located and assembled data on international policies and associated financial and political-economic variables
- Standardized data from multiple sources; organized data in a Microsoft Access database
- Designed a survey using Qualtrics; administered it to 9,000 government officials with over 1,000 respondents
- Analyzed data using multivariate statistical techniques
- Presented findings at the International Society for Political Economy

# What about a Summary?

- Proven leader in initiating and executing functional protein expression laboratory research. Strong track record of getting projects completed on time, on budget, and meeting deliverables and milestones. Effectively help fellow scientists put their ideas and findings into persuasive and engaging presentations for conferences and industry presentations.
- Expert education consultant with 10+ years of research and practice-based experience in community development and university administration. Strong public speaking, teaching, and facilitating skills for diverse student, professional, and general audiences.
- Collaborative developmental psychologist and social scientist with expertise in early child development, parenting, and families with young children. Strong leader with ability to effectively engage multidisciplinary teams. Accomplished speaker and writer. Top-rated instructor.

# Education

Using reverse chronological order, you can include:

- Degrees, with expected date of completion if applicable
- Dissertation or thesis title (or the topic, if the title is too specialist)
- Relevant coursework, concentrations, or exam fields – but only if they provide information that is not covered elsewhere • Honors and awards – placed under the appropriate degree
- Relevant extracurricular activities – but only if they illustrate your skills (can also be in another section instead)

**UNC Charlotte Graduate School of Education**, Charlotte, NC

Doctor of Education in Culture, Communities, and Education, May 2021

- *Dissertation Title*: “Social Justice in the Halls of Privilege: An Ethnographic Study of a New England Country Day School”
- *Qualifying Paper Title*: “Pushing the Boundaries: What Six Youth Organizers at Boston’s Hyde Square Task Force Have to Teach us About Civic Engagement”

# Headings - Make Them Do Work For You!

Instead of generic headings like “Work Experience” or “Related Experience,” use specific headings that grab the reader:

- Professional Experience in Education and Consulting
- Policy, Advocacy, and Research Experience
- Experience in Teaching and Program Management
- Research Experience in Genomics and Data Analysis
- Experience in Software Development and Coding
- Research and Writing Experience in South-Asian Literature

# Publications & Presentations

Instead of listing all publications & presentations, consider the following:

- Published four articles on human rights in peer-reviewed journals; presented research to international experts at six conferences
- Contributed to research on new approaches for treating neurological diseases; published results in three peer-reviewed journals (The Lancet, NEJM, and AJM)
- “Selected Publications and Presentations” – perhaps “(3/10)”



# Skills Section

## Areas of Expertise

- Developmental Psychology
- Families with Young Children
- Early Care and Education
- Original Research and Literature Reviews
- Team Management and Supervision
- Teaching, Educating, Training
- Quantitative and Qualitative Analysis
- Survey, Observational, Interview, and Direct Assessment Research Methods
- Program Evaluation

## Laboratory Skills

- Analyze mass spectral data
- Assay of antibodies and antigens
- Atomic spectroscopy
- Bacterial culture identification
- Bioreactors
- Capillary Electrophoresis
- Differential centrifugation
- Light microscopy
- Medium preparation
- Protein purification
- Screening and fermentation

# Languages & Skills

## Languages and Skills

- Languages: French and Spanish (Professional Proficiency), Russian (Intermediate), Serbian (Basic), English (Native)
- Computer Skills: Stata, R, CPro, ArcGIS, Scientific Workplace, LaTeX, Advanced Excel

## Languages and Additional Interests

- Research Languages: Proficient in German, Latin, and Ancient Greek. Beginning Arabic
- Travel: Extensive travel in Lebanon, Syria, Turkey, and Iran

# Example CV to Resume Conversion

## Jane Doe

**Full Name** Jane Smith Doe  
**Nationality** American, European Union (Hungarian)  
**Address** Yale University Department of Chemistry 260 Whitney Ave, JWG 225  
 New Haven, CT 06511  
**Email** jane.doe@yale.edu  
**Web page** http://hep.yale.edu/jane-doe

### Education

2011 Ph. D. (Chemistry)  
 UC Santa Barbara, Santa Barbara, CA  
 Thesis title: *Chemical Composition of Zeolites*  
 Advisor: Prof. John Doe

2003-2006 B. S. (Chemistry), *summa cum laude*  
 UC Santa Barbara, College of Creative Studies, Santa Barbara, CA

2002-2003 Smith College/Amherst College, North Hampton/Amherst, MA

### Awards and grants

2008-2010 California Space Grant Consortium Fellowship  
 2006-2007 White Mountain Research Station Grant  
 2006 UC Santa Barbara, Department of Chemistry: Research Honors  
 2001 Fermi Lab Undergraduate Student Research Program  
 2002-2005 Smith College *Full* International Student Scholarship  
 2002 Material Research Lab (UCSB) Undergraduate Student Research Program  
 2002 Service to the College Award-Vice President of the Associated Students  
 2002 President's Honor Roll-Academic Achievement Award

### Research interests

- time-domain astrochemistry
- extraterrestrial chemistry
- chemistry of meteorites

### Research Positions

2014-present Postdoctoral Associate  
*Yale University Department of Chemistry, New Haven, CT*

- take part in the planning, managing, follow-up and operations of the Yale Astro-Chemical Survey; PI for "Blue Elements" as part of the *Public ESO Spectroscopic Survey of Transient Objects* (PESSTO)

## JANE DOE

jane.doe@gmail.com  
 (123) 456-7890

1234 Yale Ave, PMB 123  
 Home Town, CT 06123

### EDUCATION

**Yale University** New Haven, CT  
**Postdoctoral Associate** in Chemistry – Research and Experimentation 2012-2015  
**Yale School of Management** 2014  
*Relevant coursework covered Financial Institutions/Markets, Probability Modeling, Competitive Strategy, Behavioral Economics*

**University of California Santa Barbara (#6 chemistry program in US)** Santa Barbara, CA  
**Ph.D., Chemistry** – Designed, built and commissioned a chemical observatory 2011  
*Relevant coursework: Multivariable Calculus, Logic, Differential Equations & Fourier Series, Linear Algebra & Differential Equations, Methods of Theoretical Chemistry, Quantum Mechanics*  
**B.S., Chemistry, Summa Cum Laude** – Academic Honor Award (top 5-10%) 2006

### ANALYTICS AND LEADERSHIP EXPERIENCE

**Yale University**, Department of Chemistry New Haven, CT  
*Associate Research Scientist/Postdoctoral Associate* 2012-2015
 

- Led an international team of 10 scientists studying chemical composition of stellar explosions through reduction and analysis of large datasets
- Principal Investigator/Leading Author on 4 winning research proposals (100% success rate)

**Raytheon Company**, Raytheon Vision Systems Santa Barbara, CA  
*Senior Systems Engineer II* 2007-2012
 

- Led a team of 13 engineers developing the First Generation Raytheon Night Vision detectors: \$30M in total program earnings realized and a reachable market size of \$2B
- Tracked product requirements/deliverables and program milestones

**University of California Santa Barbara**, Chemistry Department Santa Barbara, CA  
*Graduate Student Researcher* 2005-2011
 

- Led a cross-institutional team of 9 people, including 2 senior engineers from Raytheon and FLIR, and 7 undergraduates for the inception, technical development and launch of a system of telescopes to study the chemical composition of stellar explosions
- Reduced and analyzed astronomical spectra, manipulated large volumes of data

### BUSINESS EXPERIENCE

**Yale University** New Haven, CT  
*Manager, Yale Graduate Student Consulting Club (YGCC)* 2014
 

- Design/write educational tools for case interview preparation

**Medical Devices, Inc.** New Haven, CT  
*Pro Bono Consultant* 2014
 

- Evaluated the technical and financial viability in the launch of a new product
- Developed launch strategy, fund-raising presentation and pitched the new product to life science VCs

**Columbia University Case Competition** for Tesla Motors New York, NY  
*Finalist Team* 2014
 

- Proposed a business plan for the implementation of Hyperloop in the eastern seaboard

### OTHER

- **Computer/Coding:** through workshops – Python, Matlab, Fortran
- **Memberships:** MENSA, YGCC, Yale Entrepreneurs & Investors, MIT Enterprise Forum
- **Interests:** ski, tennis, wine making, portrait photography

## JESSICA K. KIM

### Curriculum Vitae

Charlotte, NC | Phone number | jkim161@uncc.edu | www.linkedin.com/in/jessicakim1214

#### EDUCATION

The University of North Carolina at Charlotte, Charlotte, NC

Master of Arts in Clinical Mental Health Counseling

Concentration: Play Therapy

GPA: 4.0/4.0

| (Expected) December 2019

The University of North Carolina at Charlotte, Charlotte, NC (+ Honors)

Bachelor of Science in Psychology

May 2017

Minors: Sociology and Public Health

GPA: 3.9/4.0

#### Research Experience

Research Assistant, The University of North Carolina at Charlotte August 2016 – May 2017

“Psychosocial Influences on Cardiovascular Reactivity in African American Students”

Dr. Andrew Case, Department of Psychology

- Completed CITI courses
  - Biomedical Research
  - Social and Behavioral Research
  - Protection of Human Research Subjects
- Examined key concepts and ideas about psychological health research involving race, ethnicity, and culture.
- Mastered basic research skills and knowledge through recruitment, data collection, ethics, and professionalism.
- Conducted informed consent protocols
- Collected anthropometric (height, weight, waist circumference), physiological (heart rate, blood pressure), and survey data
- Provided administrative support
  - Maintained laboratory and computing equipment
  - Made copies of documents
  - Sent and responded to emails
  - Recruited and scheduled participants
  - Implemented and maintained security protocols and confidentiality measures
  - Administered monetary compensation
- Conducted data analyses using SPSS statistical software
- Created an inventory for lab equipment and supplies
- Created annotated bibliographies
- Read and discussed scholarly articles
- Attended weekly research team meetings

#### Conference Presentation

The University of North Carolina at Charlotte

April 2017

Kim, J., Johnson, L., Behrendt-Mihaliski, J., & Case, A. (2017). *Does Rumination Influence the Association Between Perceived Discrimination and Sleep Quality in African Americans?* Poster presentation submitted to 2017 Annual Undergraduate Research Conference (URC), Charlotte NC.

#### Community and Volunteer Experience

The National Society of Leadership and Success

November 2016

- Everyone's Birthday Volunteer Event at the Ronald McDonald House of Charlotte
  - Assisted in setting up and providing children with food, games, and treats

Elevation Church

June 2014 – Present

- Sort & Organize at NC Med Assist
  - Helped sort, set up, and organize over the counter medications that will be given out to those in need
- Refresh the Outdoors of Friendship Trays
  - Made Friendship Trays beautiful on the outside by re-staining picnic tables
- Painting with Love
  - Freshened up the walls at McCreesh Apartments, a facility within Supportive Housing Communities

St. John Lee Korean Catholic Church

January 2005 – November 2006

- Youth Group Vice President
  - Set up monthly youth group meetings
  - Led and organized community service projects (Salvation Army and Red Cross)
  - Made weekly flyers to update members of current events
  - Collaborated with church members and directors for special events

#### Work Experience

JP Chiropractic & Posture,

Matthews, NC

Certified Chiropractic Assistant (CCA)

May 2008 – June 2017

- Greeted and checked-in patients
- Collected general diagnostic information (blood pressure, temperature, weight, and height)
- Instructed and guided patients with spinal exercises and stretches
- Performed deep-tissue massages onto patients
- Assisted chiropractor with taking X-rays and developed them onsite in a red room
- Performed administrative duties
  - Answered phone calls
  - Managed the practice's schedule
    - Made appointments
    - Determined Chiropractic availability
    - Confirmed appointments
  - Copied, filed, and archived documents, patient files and X-rays
  - Collected and processed payments
  - Controlled the waiting room

## JESSICA K. KIM

Charlotte, NC | Phone number | jkim161@unccc.edu | www.linkedin.com/in/jessicakim1214

### CAREER SERVICES EXPERIENCE

*Assistant Director of Marketing & Career Coach, UNC Charlotte Career Center, Charlotte, NC* January 2020 – Present

- Manage strategic development of marketing and branding opportunities for the office
- Advise students, individually and in groups, on career education and readiness topics, career planning, and experiences that can help them connect to employment
- Serve as the liaison to the Engineering and Physics Departments and co-manage the Engineering, Manufacturing, and Energy Career Community
- Coordinate and monitor a comprehensive marketing plan for the UCC that includes strategic planning and project management
- Collaborate with the technical operations team to develop an online marketing request form to centralize design requests from all staff members to one location and for data collection purposes
- Supervise 2 University Professional Internship Program (UPIP) students (graphic design & social media) to provide interns with professional knowledge and skill development

*Career Coaching Graduate Assistant, UNC Charlotte Career Center, Charlotte, NC* January – December 2019

- Elicit individual career coaching services to students and alumni in areas of major and career exploration, resume and cover letter development, job, internship and co-op search strategies, networking, and interview preparation
- Provided additional support to students through large scale presentations, small discussion groups, drop-in assistance and virtual services
- Document student appointment outcomes through the Career Center's computer documentation system: Symplicity (NACElink)
- Demonstrate ability to interact with diverse population of students (specifically international students), alumni, faculty, and occasionally employers
- Formulate the knowledge of industry specific terminology and a basic understanding of disciplines within specific industries

*Career Counseling Practicum, UNC Charlotte Career Center, Charlotte, NC* August – December 2018

- Counseled students in identifying interest, values, strengths, and goals through individual career advising sessions, assessment tools, and presentations
- Educated students about and coached them in applying successful job search, networking, and interviewing strategies
- Reviewed and critiqued resumes, cover letters, philosophy statements, and graduate school essays
- Collaborated with Career Center staff members within college-specific teams and initiatives
- Received individual, weekly supervision and professional mentorship from an experienced career counselor

### MARKETING EXPERIENCE

*Marketing Graduate Assistant, UNC Charlotte Career Center, Charlotte, NC* September – December 2019

- Assisted with the strategic coordination of brand messaging and service attention across campus towards student and faculty constituents
- Gained experience and knowledge around managing a marketing budget and program management
- Collaborated with graphic design intern on a weekly basis to design and promote Career Center major events
- Submitted events, like the Part-Time Job Fair, to the UNCC main calendar campus events webpage
- Converted designs created by the graphic design intern into poster and flyer formats with Canva and emailing orders through Repros; utilizing social media to push messaging to constituents
- Utilized Constant Contact to create tailored emails to students about upcoming events

### DEI INITIATIVES

- **Manifesting Success: Boldly Envisioning a Future Free of Oppressive Career Standards**
  - Office of Identity, Equity, & Engagement (OIEE) September 2021
- **Diversity, Equity & Inclusion in the Workplace Certificate**
  - University of South Florida Muma College of Business May 2021
- **Career Development Conversations with the Belk College of Business** June 2020 – May 2021
- **Safe Zone Training (OIEE)** November 2020

### CONFERENCES

- NC Association of Colleges and Employers (NACE) (Virtual) May 2021
- 2020 Communicating Careers Conference (Virtual) June 2020
- **A New Way Forward with G.U.I.D.E Virtual Conference by RCCC (DEI in education)** November 2020
- NACE Conference in Wilmington May 2019

### MEMBERSHIPS

- Southern Association of College and Employers (SoACE) New Member Committee July 2021 - Present

- SoACE
- NACE
- The Honor Society of Phi Kappa Phi
- The National Society of Leadership and Success
- Pinnacle Non-Traditional Honor Society

January 2020 – Present  
February 2019 – Present  
January 2018 – December 2019  
August 2016 – December 2019  
August 2016 – December 2019

### COUNSELING EXPERIENCE

*Counseling Intern, Rowan-Cabarrus Community College (RCCC), Concord, NC* January – December 2019

- Supplied students with counseling support in the areas of personal, academic, and crisis to the growth and success of the individual
- Adhered to Title IX Confidential and Sexual Misconduct standards and protocols in all counseling support services
- Referred students to various community resources and sources of extensive support (Student Assistance Program of NY group McLaughlin Young, Daymark Recovery Services, Salvation Army, Opportunity House)
- Proactively collaborated with academic advisors, instructors, and staff members to create a strong network for quick action and referrals

### WORK EXPERIENCE

*JP Chiropractic & Posture, Matthews, NC* May 2008 – June 2017

*Certified Clinical Chiropractic Assistant (CCCA)*

- Greeted patients, managed phone system, and ordered office supplies
- Managed administrative tasks such as data entry and appointment scheduling by utilizing TGI computer software
- Controlled the waiting room and ensured chiropractor's appointments ran according to schedule
- Verified patient benefits and eligibility with insurance companies
- Abided by HIPAA laws regarding sharing of personal medical information August 2016 – December 2019

### RESEARCH EXPERIENCE

*Research Assistant, UNC Charlotte, Charlotte, NC* August 2016 – May 2017

*"Psychosocial Influences on Cardiovascular Reactivity in African American Students"*

*Dr. Andrew Case, Department of Psychology*

- Examined key concepts and ideas about psychological health research involving race, ethnicity, and culture
- Mastered basic research skills and knowledge through recruitment, data collection, ethics, and professionalism
- Conducted informed consent protocols on research volunteers to confirm participation
- Collected anthropometric (height, weight, waist circumference), physiological (heart rate, blood pressure), and survey data
- Interpreted data analyses using SPSS statistical software

### AWARDS/HONORS

- UNC Charlotte Chancellor's List January 2016 – December 2019
- UNC Charlotte Dean's List August 2015 – December 2019
- Nu Tau Beta International Counseling Honor Society Nominee March 2018 & March 2019
- Kappa Delta Pi International Education Honor Society Nominee March 2018 & March 2019
- Women's Leadership Development Program, UNC Charlotte January – May 2017
- Who's Who Among Students in American Colleges and Universities Nominee August 2016

### COMMUNITY INVOLVEMENT

*Young Men's Christian Association of Greater Charlotte (YMCA), Charlotte NC*

- Morrison YMCA Afterschool Program March 2019

*Elevation Church, Charlotte, NC*

- Sort & Organize at NC MedAssist, Refresh the Outdoors of Friendship Trays, Painting with Love June 2014 – Present

*The National Society of Leadership and Success, Charlotte, NC*

- Everyone's Birthday Volunteer Event at the Ronald McDonald House of Charlotte November 2016

### SPECIALIZED SKILLS

- Green Dot Instructor Trainer (UNC Charlotte Center for Wellness Promotion) May 2021
- **Symplicity Career Management Software, Social Media, Constant Contact, Sked Social, Canva, Hootsuite, SPSS (ANOVA, Multiple Regression, T-test, Pearson correlation, and internal reliability), MS Windows**

### EDUCATION

*The University of North Carolina at Charlotte, Charlotte, NC*

*Master of Arts in Counseling*

*Concentrations: Mental Health Counseling and Play Therapy* December 2019

*GPA: 4.0/4.0*

*The University of North Carolina at Charlotte, Charlotte, NC*

*Bachelor of Science in Psychology*

*Minors: Sociology and Public Health* May 2017

*Summa Cum Laude*

*GPA: 3.9/4.0*

# Common Resume Mistakes

- Using a non-professional email address (splashypants@gmail.com)
- Using the words “Phone” or “Email address” (unnecessary) or including more than one phone number or email (confusing)
- Including marital status, age, or a picture (for jobs in the US)
- Using bland or generic verbs to convey your skills
- Using the present tense for work done in the past (using lead instead of led); using the present continuous tense instead of the present perfect tense for current work (using leading instead of lead)

# Common Resume Mistakes

- Using the 1st person (“I manage three undergraduates”)
- Using jargon or technical terms that only someone in your field would understand (ask a friend or a relative for a reality check!)
- Following a rigid template instead of customizing to highlight your strengths
- Using unfriendly formatting (fun fonts, small fonts, large blocks of text)
- Submitting your resume as a Word file – ALWAYS USE PDF
- Forgetting to proofread, proofread, proofread – not just spell-check!

# Summary & Lessons Learned

- Accept that resumes are a different genre, w/a different purpose & style than CVs
- The goal → show employer what you can do for them – matching your skills w/their needs
- Treat your experience & research results as evidence of your transferable skills
- Following guidelines for action verbs, headings, & concision will make your skills easily legible to busy readers

## THE BOTTOM LINE:

\*A CV is a well-organized catalog of your past work; a resume explains what you actually did to achieve these results & what you are capable of doing in the future



# How to Show Diversity on Your Resume

1. Working with Diverse Teams
2. Encouraging Feedback & Different Perspectives
3. Being Multilingual
4. Volunteering
5. Serving on Committees or Doing Community Outreach

# 1. Working with Diverse Teams

- Your work w/people who come from all different backgrounds & levels
- Managed remote employees located around the world
- Collaborated w/international clients
- Been part of organizing global operations
- What did you achieve through these interactions?

## 2. Encouraging Feedback & Different Perspectives

- Part of DEI is respecting the opinions of others
- Demonstrate how you elicited feedback from different people & collaborated to come to an agreement
- Be able to listen & learn from people who have insight, training, & experiences that differ from your own

### 3. Being Multilingual

- Do you know a foreign language? List this as a skill, include level of proficiency
- Have you studied abroad? Can include in your Education section
- Worked to make a program more accessible by ensuring that information was provided in multiple languages or through various mediums to reach a broader audience
- Work with a team located in another country to set up a new officer or negotiate a contract
- This all shows your ability to communicate w/people from different backgrounds

## 4. Volunteering

- Don't overlook this!
- Gives employers insight into who you are as a person & what's important to you
- Volunteering at a local shelter or food bank
- Raised funds for advocacy organizations or groups committed to serving the underserved
- Part of a group that promotes cultural diversity & understanding
- Let employers see what you're up to outside of school & how you support initiatives that you are passionate about

## 5. Serving on Committees or Doing Community Outreach

- Many companies have committee that are dedicated to DEI, community outreach, innovation, company culture, or recruitment (Employee Resource Groups [ERGs] or Business Resource Groups or Affinity Groups: represent employees w/a shared identity, affiliation, or interest)
  - MSC Industrial Supply Co & JELD-WEN
- Highlight your involvement & what you have achieved (or been working on) in student organizations or other campus/community groups.
  - Diversity Panels

# Resume Main Takeaways!

1. Tailor Your Resume
2. Relevancy Matters
3. It All Depends...
4. Multifaceted

# Connect With Us!

career.charlotte.edu



**We're on Social Media!**



**Drop In Hours:** Monday - Friday, 10am - 3pm  
**Career Coaching Appointments:** Log into  
Hire-A-Niner (han.charlotte.edu)

Beside Atkins Library

