



## Creating a Resume from Your CV

Resumes and CVs also have different audiences. A resume is a strategic document that helps you proceed through the process of your next step. A CV emphasizes your academic accomplishments, research, and teaching, while your resume is about your skills, qualifications, and work experience. For your resume, focus on your accomplishments, strengths, and transferrable skills *directly relevant* to the position you are applying to. Furthermore, your resume needs to be concise and scannable for multiple stages in the screening process. First, applicant tracking software that sorts, scan, and ranks your resume based on an algorithm aligned with the job posting. Next, by individuals in the HR department to further narrow the applicant pool, and finally by a hiring manager who is an expert in the role's day-to-day.

### GENERAL TIPS

- Resumes are about skills and experience, not being a subject matter expert, focus on what you have done, not what you know
- Remove all sections that are not highly relevant to the position you are applying to
- Tailor to the job/program applying for
- When applying for industry positions, keep resume to 1-2 pages
- Use 10-12 size font in a professional style
- Margins should be no smaller than 0.5 inches
- Experiences are to be listed in reverse chronological order or by importance/relevance
- Proofread! Check punctuation, grammar, and sentence structure
- Use verbs similar to those found in the job posting or that kind of work
- Use nouns (keywords) that relate to things that are part of the job with which you may have previous experience
- All dates, abbreviations, and formatting should be consistent
- The top half of the page is the most important section

### QUESTIONS TO ASK YOURSELF BEFORE BUILDING YOUR RESUME

1. Who is my audience? To whom am I writing, and why will they care?
2. What are your research skills? Show what you can do, not what you know.
3. What experiences are most relevant to the position?
4. Do my descriptions summarize what I've learned or accomplished?
5. Which competencies and skills do I want to highlight throughout my resume?
6. Can the reader visualize my experiences?

### SECTIONS TO OMIT ON YOUR RESUME (UNLESS EXPLICITLY ASKED FOR)

- Publications
- Presentations/Conferences
- Affiliations
- Academic service
- Fellowships and academic awards (unless it is grant writing with a national or international organization)
- References

For more specific resume examples, visit [career.ufl.edu/communities](https://career.ufl.edu/communities).  
(Click on your college and resumes link)



FIRST NAME LAST NAME

Geographic Location | Phone Number | Email Address | LinkedIn Customized URL/Online Portfolio

PROFESSIONAL SUMMARY

3-5 sentence introduction to your professional identity. It should briefly summarize your professional accomplishments and key skills that are directly relevant to the position.

SKILLS SUMMARY (List job-related skill found in posting that you possess)

Table with 3 columns: Technical Skills, Data Analytics, Additional skill. Rows include Hard Skills, Subject Matter Expertise, Data Applications, and Methodology.

RESEARCH EXPERIENCE

Research Assistant Month Year – Month Year

Name of Research Lab, Location

- Action Verb (describing a skill) -> Task/goal/duty/responsibility -> result or why it matters
Designed -> task/goal/duties related to project management -> result or relevance
Collected data -> task/goal/duties/purpose -> purpose or relevance
Analyzed task/goal/duties related to data process and analysis -> result or relevance
Presented findings at [insert venue] to an audience of n [subject matter experts, stakeholders, policymakers, etc.]
Should have at least 2-3 bullet points demonstrating transferrable skills and the how of the research process
Include relevant publication here

TEACHING EXPERIENCE

Instructor Month Year – Month Year

Class Name, University of Florida

- Focus on communication, management, learning design, leadership, intercultural competency, and assessment skills
Reconceptualized complex topics [subject matter] -> how you did it -> result or why it matters

LEADERSHIP AND INVOLVEMENT

Position Month Year – Month Year

Name of Organization, Location

- Include involvement such as industry professional organizations, presentations
List officer positions held, committee involvement

OTHER EXPERIENCE

- Should be formatted similar to other experience sections and focus on transferrable skills
Other headings can include military service, volunteer/community service, academic projects, personal projects

EDUCATION

Ph.D. Candidate in Degree Obtained Month and Year of Expected Graduation

University of Florida, Gainesville, FL Overall \_\_\_/4.0

Dissertation Topic (if relevant to industry or occupation you are applying to)

Relevant Coursework: List 4-6 classes related to subject matter expertise or research skills

Master of \_\_\_ in Degree Obtained Month and Year of Graduation

University of Florida, Gainesville, FL Overall \_\_\_/4.0

Bachelor of Degree Obtained Month and Year of Graduation

University of Florida, Gainesville, FL Overall GPA or Major GPA \_\_\_/4.0

These are just suggestions – remember that your resume highlights your unique strengths