

CONVERT A *CURRICULUM VITAE* TO A RESUME For Graduate and Professional Students

A *curriculum vitae* is prepared for many teaching or research positions, and will list accomplishments in research, teaching, writing, and service. A *resume* is usually for positions outside these fields, including jobs in industry, business, and non-profits/NGOs. Unlike CVs, resumes highlight education, work experience, and relevant skills for a position.

Target a Job Announcement and Adjust Your Vocabulary

Prepare a resume for each job posting you target. You may have one master resume you adjust for each application. Your goal is to demonstrate your qualifications and fit for a position. Avoid academic jargon. Adopt the language of the job ad to describe your relevant experience and the skills that translate from one career to another.

You Will Have to Cut Details

Resumes rarely exceed 2 pages, and a single page is typical for individuals getting started in a career. You may have to leave information off your resume to fit a page limit. For example, publications and conference presentations are listed in full on a CV but are rarely on a resume. All the course you assisted or taught could go on a CV, but less detail works for a resume. Do not cut and paste straight from your CV. Rethink and reframe experiences to emphasize skills and job fit, based on the skills and qualifications named in the job posting.

Create Relevant Categories

A typical resume will show education, work experience, and related skills. Additional categories may include honors and awards, activities (e.g., community involvement), and relevant coursework (if desirable to an employer). Work experience should receive most of your attention.

Rethink and Re-Group Your History as Work Experience

Take inventory of your research, teaching, and service. View these together as your work experiences, rather than as discrete categories. Think about how experiences relate thematically, how each convey skills and competence, and how each shows ability to do the duties called for in the job posting.

Reframe Your Experiences to Emphasize Skills

For each relevant experience, list your tasks, duties, and accomplishments. For example, teaching involves facilitating discussion and developing lesson plans, assignments, and assessment tools. Likewise, research may include conducting lab experiments, gathering data, or reviewing bodies of literature for reports. Revise your lists so that each point conveys context (what had to be done), your contribution, and a result. “Responsible for” and “duties included” do not convey skills. Opt for verbs like “collaborate,” “analyze,” “facilitate,” “create,” “organize,” “prepare,” or “implement.” Your verb choices will communicate your skills, abilities, and accomplishments.

Have a UCS Counselor Look Over Your Resume

Visit careers.unc.edu for additional resources or to schedule an appointment with a counselor. You may also stop in during Drop-In hours, 1:00 to 4:00pm, Monday through Friday.