

# Resume/CV Guide

**Your one-stop shop for all resume tips and tricks!**

**If you need a resume or CV reviewed, email the Career Studio!**

**[careerhelp@wku.edu](mailto:careerhelp@wku.edu)**



# Resume FAQs

**Q: What should my resume include?**

**A:** Your resume should include your:

Name, Contact Information, Education (Include any current or previous degrees. If you are graduating within a year, you do not need to include your high school diploma.), Experience, Skills, Relevant Coursework, Awards and Honors, Certification and Licenses, Publications, Presentations, or Research, Professional Memberships, and Involvement.

**Q: What should the structure of my resume look like?**

**A:** Your resume structure should have:

- Use 10–12 pt font size for the body of your resume.
- Use a larger font size (14–16) for your name.
- You can use margins as low as 0.5 inch on all sides (“narrow” setting) to save space/use space efficiently.
- Use a combination of all caps, bold, italic, and regular type to differentiate headers and subsections.
- Use a consistent format for dates, job titles, and company names.
- Save your document as a PDF with a standardized file name that is easy to distinguish (e.g., “NameResumeMonthYear”)

**Q: How many pages should my resume be?**

**A:** Certain industries and employers (Fortune 500, journalism) might prefer one page, while others (education, social services) are okay with one or two pages.

However, if submitting through an applicant tracking system (ATS), word count is more important.

Strive for readability, clarity, and relevance.

Do not put so much on one page that it becomes unclear or unreadable, but at the same time, do not fill a second page with irrelevant information.

**Q: What experience should I include in my resume?**

**A:** Highlight the most relevant skills and accomplishments from your professional experience. "Experience" does not just mean "paid employment"; this section could also include:

- Full- or part-time employment
- Volunteering/service
- Research experience
- Job shadowing
- Organizational/campus involvement or leadership
- Internship / Co-op
- Independent projects
- Experience from classes (group projects)
- Military experience

**Q: How should I format the experience section of my resume?**

**A:** Resumes will be read quickly by hiring managers. To make your document easier to read, outline your experience in bullet points. Here are some strategies to write effective bullet points:

- Begin the bullet with a strong and relevant action verb.
- Highlight skills, languages, and competencies that are relevant to the opportunity you are seeking.
- Focus on accomplishments and results rather than duties.
- Quantify and specify information wherever possible.

**For Example:**

Each bullet point may contain three important elements: an action verb, skill, and tasks that evidence the skill OR an action verb, project, and result produced from the project.

- Edited social media profile by timing postings according to data reflecting busiest times on platforms, resulting in a 25% increase in likes/followers.
- Organized a new working committee structure for Registered Student Organization enabling project based teams for specific tasks.
- Trained and mentored a total of eight new waitstaff to orient them to food service, resulting in six of those staff retained after one year.
- Compiled and sorted large Excel sheets of participant data to align with National Institute of Health grant submission deadlines which allowed a faculty member to apply for two additional grants.
- Scheduled new patient appointments using updated software that generated automatic text reminders, reducing missed appointment times by 12%.

## Name (14 or 16 pt. font size)

City, State, Zip code | Professional email address | Phone number | LinkedIn, Portfolio, etc. (optional)

### EDUCATION

**Western Kentucky University**  
Bachelor of Science/Arts, Major  
Emphasis, Minor, Certificate, etc.

Bowling Green, KY  
Expected/Completed Date

Academic Awards (Optional)

### RELEVANT COURSEWORK

Course Title 1, Course Title 2, Course Title 3, Course Title 4, Course Title 5

### SKILLS

\*List skills in order of what most pertains to your field. Dividing comma-separated lists into categories is just one way to organize your skills. Example categories include language, technical, laboratory, etc.

**Skill Category 1:** Skill 1, Skill 2, Skill 3

**Skill Category 2:** Skill 1, Skill 2, Skill 3

**Skill Category 3:** Skill 1, Skill 2, Skill 3

### RELEVANT EXPERIENCE

**Name of Company**

City, State

*Job Title*

Month and Year Range

- Include 2-5 bullet points demonstrating skills you have gained through this position that relate back to the job description.
- Place an action verb at the beginning of a bullet point statement to make it impactful.
- Use quantifiers whenever possible, such as numbers, money amounts, or percentages.

### ADDITIONAL EXPERIENCE

**Name of Company**

City, State

*Job Title*

Month and Year Range

- An easy bullet point formula is Task + Skill + Quantity + Result/Purpose.
- Use the formula as a guide, but not every element needs to appear in every bullet.
- Use simple present or simple past tense to describe your action and apply consistently.

### INVOLVEMENT EXPERIENCE

**Name of Club/Organization, Your Title** (if applicable)

Month and Year Range

- Another possible formula is "Performed X to do Y, resulting in Z."
- Emphasize accomplishments over day-to-day tasks.
- Using these suggestions, you might create a bullet point that looks like the ones below.

### PROJECT EXPERIENCE

**Name of Project, Name of Course**

Month and Year Range

- Wrote a 5-page research proposal with an experimental framework to test \_\_ hypothesis.
- Collaborated with a group of 4 by using communication skills to coordinate our experiment and delegate responsibilities over a period of 6 weeks.
- Completed a literary review of 20+ relevant peer-reviewed studies and designed a group presentation in Canva to discuss findings.

### HONORS AND AWARDS

**Name of Honor/Award/Grant, Awarding Organization**

Month and Year Received

**Name of Honor/Award/Grant, Awarding Organization**

Month and Year Received

# · · · Action Word · · · Examples

Based on the recommendation from ATS 2.0 Webinar from Quinncia, action verbs should be categorized by skill or competency.

## **Realistic:**

Acted, Adapted, Began, Combined, Composed, Conceptualized, Condensed, Created, Customized, Designed, Developed, Directed, Displayed, Drew, Entertained, Established, Fashioned, Formulated, Founded, Illustrated, Initiated, Instituted, Integrated, Introduced, Invented, Modeled, Originated, Performed, Photographed, Planned, Revised, Revitalized, Shaped, Solved

## **Communication:**

Addressed, Advertised, Arbitrated, Arranged, Articulated, Authored, Clarified, Collaborated, Communicated, Composed, Condensed, Conferred, Consulted, Contracted, Conveyed, Convinced, Corresponded, Debated, Described, Developed, Directed, Discussed, Drafted, Edited, Enlisted, Expressed, Formulated, Furnished, Incorporated, Influenced, Interacted, Interpreted, Interviewed, Involved, Joined, Judged, Lectured, Listened, Marketed, Mediated, Moderated, Negotiated, Observed, Outlined, Participated, Persuaded, Presented, Promoted, Proposed, Publicized, Reconciled, Recruited, Referred, Reinforced, Reported, Resolved, Responded, Solicited, Suggested, Summarized, Translated

**Teaching:**

Advised, Advertised, Arbitrated, Arranged, Articulated, Authored, Clarified, Coached, Communicated, Conducted, Coordinated, Critiqued, Developed, Enabled, Encouraged, Evaluated, Explained, Facilitated, Focused, Guided, Individualized, Informed, Instilled, Instructed, Motivated, Persuaded, Set goals, Stimulated, Taught, Tested, Trained, Transmitted, Tutored

**Technical:**

Adapted, Applied, Assembled, Built, Calculated, Computed, Conserved, Constructed, Converted, Debugged, Designed, Determined, Developed, Devised, Engineered, Fabricated, Fortified, Installed, Operated, Overhauled, Programmed, Rectified, Regulated, Remodeled, Repaired, Replaced, Solved, Specialized, Standardized, Studied, Upgraded

**Management:**

Administered, Analyzed, Appointed, Approved, Assigned, Attained, Authorized, Chaired, Considered, Consolidated, Contracted, Controlled, Converted, Coordinated, Decided, Delegated, Developed, Directed, Eliminated, Emphasized, Enforced, Established, Evaluated, Executed, Generated, Handled, Hired, Hosted, Improved, Incorporated, Increased, Initiated, Inspected, Instituted, Led, Managed, Merged, Motivated, Organized, Originated, Overhauled, Oversaw, Planned, Presided, Prioritized, Produced, Recommended, Reorganized, Replaced, Restored, Reviewed, Scheduled, Secured, Selected, Strengthened, Supervised

**Helping:**

Advocated, Aided, Answered, Arranged, Assessed, Assisted, Cared for, Clarified, Coached, Collaborated, Contributed, Cooperated, Demonstrated, Diagnosed, Educated, Encouraged, Expedited, Facilitated, Familiarized, Guided, Helped, Insured, Intervened, Motivated, Prevented, Referred, Represented, Resolved, Simplified, Supplied, Supported

## **Financial:**

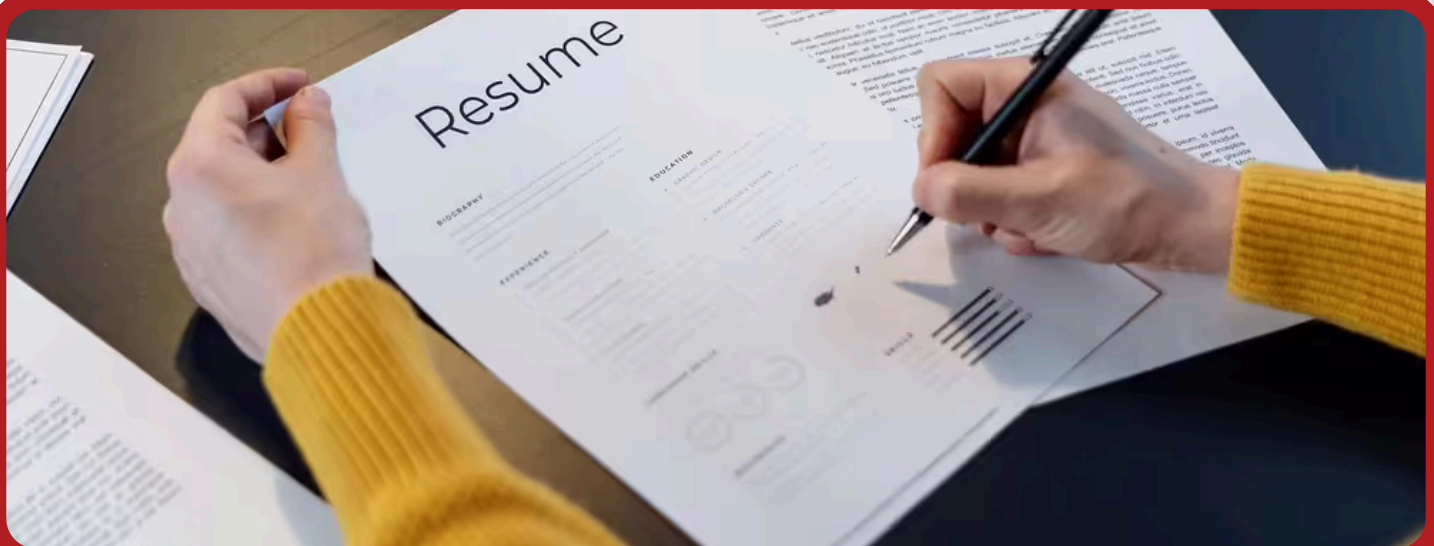
Administered, Adjusted, Allocated, Analyzed, Appraised, Arranged, Audited, Balanced, Budgeted, Calculated, Computed, Conserved, Corrected, Determined, Developed, Estimated, Forecasted, Managed, Marketed, Measured, Planned, Prepared

## **Organizational:**

Approved, Arranged, Catalogued, Categorized, Charted, Classified, Collected, Compiled, Corrected, Corresponded, Dispatched, Executed, Filed, Generated, Implemented, Inspected, Logged, Maintained, Monitored, Obtained, Operated, Organized, Ordered, Prepared, Processed, Purchased, Recorded, Registered, Reserved, Responded, Retrieved, Reviewed, Routed, Scheduled, Screened, Specified, Submitted, Supplied, Standardized, Updated, Validated, Verified

## **Research:**

Analyzed, Clarified, Collected, Compared, Conducted, Critiqued, Diagnosed, Evaluated, Examined, Experimented, Explored, Extracted, Formulated, Gathered, Identified, Inspected, Interpreted, Interviewed, Invented, Investigated, Located, Measured, Organized, Researched, Reviewed, Searched, Summarized, Surveyed, Systematized



# What is a CV?

A Curriculum Vitae (CV) is a list of all academic accomplishments. The literal translation of the phrase is “course of life.” CVs are used to apply for positions in the academy, fellowships, grants, and some awards. Its purpose is to demonstrate your scholarly potential.

## What to Include:

- **Contact Information:** This includes your name, CURRENT city/state you live in, phone number, and email address. Be sure it is professional. If you are a student, this would be your university email address. As an alternative to your personal address, you could provide the university address of your college/department.
- **Education:** In this section, use reverse chronological order (most recent first). Include the title of your dissertation and/or thesis as well as the name of your degree and institution.
- **Professional Experience:** This is where you include any experience relevant to the position of interest. There is no limit to the number of experiences that can be included in this section. Use reverse chronological order (most recent first).
- **Optional:** Include any technical and soft skills used in your bullet point description. For faculty positions, lead with teaching and research experience; each section clearly labeled; followed by an additional experience category with items that have some relevance to the position. May need to include headings (i.e. Teaching, Research, etc.) and/or subheadings (i.e. Administration) to organize categories.
- **Teaching:** Provide the course title, subject, course code, department, institution, and delivery mode. List in reverse chronological order by semester or quarter. If courses taught are specialized, provided 1-2 bullet points describing the content.
- **Research:** Research experience should include all research related work, whether paid or unpaid. If you worked on multiple projects, you can list research by research topic title.

## What to Include (Cont.):

- Academic & Professional Service. Include service on any committees for any entity such as a university, non-profit, student organization, etc. List the name of the committee including your role or title. Provide 1-3 bullets describing duties as needed.
- Professional Associations/Memberships. Include the name of the organization, your role or membership status, the dates you have been a member and any significant contributions or activities you've been involved in such as leadership role.
- Honors & Awards. List any awards, scholarships, or fellowships received. This includes both academic and professional awards. The date that the awards were earned should be included (month and year) in reverse chronological order. If an award is part of a larger fund or program, provide the name of the program/fund and the specific award.
- Publications & Presentations. Make sure you are using the citation method that is standard for your discipline. Bold or Underline your name in the author list. Include publications that are in press, accepted, under review, or submitted. Indicate the status behind the title. No aspirational pieces of work. Depending on the number of publications listed, you may need to utilize subheadings. For presentations, it is best to create subheadings for refereed, invited, workshops, posters, etc.



## Name (14pt-16pt font)

Postal Address

Phone Number

Professional Email Address

Portfolio, Website or LinkedIn Address (Optional)

## EDUCATION

<b>Institution</b>	City, State
<i>Doctor of Philosophy (PhD) in Degree</i>	Month and Year Received/Expected
Dissertation (if applicable)	GPA:X.XX/4.00

<b>Institution</b>	City, State
<i>Master of Science (MS)/Art (MA) in Degree</i>	Month and Year Received/Expected
Thesis (if applicable)	

<b>Institution</b>	City, State/Country
<i>Bachelor of Science (BS)/Art (BA) in Degree</i>	Month and Year Received
Minor/Emphasis	

## SKILLS

List skills in order of what most pertains to your field. Skills can include language, technical, or laboratory.

Skill 1	Skill 2	Skill 3
Skill 4	Skill 5	Skill 6

## RESEARCH EXPERIENCE

<b>Department Name, Institution</b>	City, State
<i>Your Role (Job Title)</i>	Month and Year Range

- Start off with action verbs (i.e. researched, investigated, tested, analyzed, etc.) to describe your research experience
- Include #, \$, or % if possible to help the reader understand the scope of what you did
- Be sure to include any technical, computer, laboratory, or other skills that you gained through this experience
- Use industry jargon and terminology in this section

## TEACHING EXPERIENCE

<b>Department Name, Institution</b>	City, State
<i>Your Role (Job Title)</i>	Month and Year Range

- Discuss topics you covered, # of sections taught, level of students taught, and so on
- Mention teaching methods (lecture, handouts, discussion groups, etc.)

## SELECTED PUBLICATIONS / PRESENTATIONS

This section should be formatted in your field's citation style (APA, MLA, Chicago, etc.). Always bold your name within formatting to indicate your level of involvement. Remember to make a note if the publication/presentation is pending.

## OTHER EXPERIENCE

<b>Name of Company</b>	City, State
<i>Your Role (Job Title)</i>	Month and Year Range

- Include industry experiences in your field of interest that you would still like to include on your CV

## PROFESSIONAL AFFILIATIONS

<b>Organization Name, Your Role (if applicable)</b>	Month and Year Range
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- Keep this section focused solely on associations specific to your area of study

## Example

### HONORS AND AWARDS

Name of Honor / Award / Grant

Year Awarded

- This section could include assistantships, scholarships, or other forms of recognition

### INVITED LECTURES

Title

Date

Institution

City, State

### LANGUAGES

List any languages and proficiency levels

### SERVICE PROJECTS

Organization Name, Your Role (if applicable)

Month and Year Range

### CERTIFICATIONS

Title of Certification, Awarding Association

Month and Year Range



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