

# Manage Your Own Career

Macquarie University

Digital Notebook



## Refining your Resume and Crafting your CV

To be used in conjunction with the module *Refining your Resume and Crafting your CV* in  
MYOC

# Resume and CV

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## Overview

Often the terms Resume and CV are used interchangeably, but in this module we want to draw a clear distinction.

An academic CV (Curriculum Vitae) may be many pages in length, and is designed to be comprehensive. It will include sections such as publications, grants and fellowships, conference presentations, teaching experience.

A resume, on the other hand (also written *résumé*, but the accents are usually omitted in Australia), is a document no longer than three to four pages. It is designed to be a concise, brief summary of your work experience, with a focus on demonstrating how you meet the requirements of a particular role.

The example resume and CV are written from the viewpoint of an academic in the discipline of psychology with both clinical and leadership experience. They have a good record of research.

The CV is written as an application for a university role where their experience in teaching and research will be most relevant, and is highlighted in the Profile section. Their skill as a registered psychologist is added at the end of the Profile to fill out the breadth of their experience.

The resume is written as an application for a role as a leader of a group of clinical psychologists in a large practice. Here, their experience as a registered psychologist is highlighted, as well as their leadership skills, while their research and teaching are added towards the end of the Profile to fill out the breath of their experience. Also, their experience of working as a clinical psychologist working in private practice is added to their Career Summary, whereas this is far less relevant to their application for an academic leadership position, and is omitted.

# Example Curriculum Vitae

# Curriculum Vitae

## First-Name Last-Name

Email address

mobile

LinkedIn address (if you have one)

### Profile

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*Summary of your experience, skills and achievements. Tailor this to the role you are applying for. (Approx 100 words). For example:*

An acknowledged expert in the field of psychological wellbeing and career satisfaction. Founded the research group 'Healthy Careers' at the University of X in 2015. Over six years the group has brought in over \$1M dollars in external research funding and published over 30 peer reviewed articles. As the leader of this group, have directed its research direction, forming research collaborations with over fifteen national and international universities.

Created and taught an undergraduate course on 'healthy careers' starting in 2018, with 18 students going on to study Healthy Careers at the Masters and PhD level. Skilled in leading, and synthesising ideas and approaches from diverse areas to create novel insights and research directions. Also experienced practising as a registered clinical psychologist.

### Education

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*Degrees, Diplomas, etc. List in descending order. For example:*

PhD	Psychology University of X (2014) Thesis: The psychology of career planning
MCP	Clinical Psychology University of Y (2000) Thesis: The psychology of career satisfaction
B.A. (Hons)	Majors in Psychology and History (first class honours) University of Z (1998) Dissertation: The history of career planning

## Career Overview

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*Include all current and past positions held, starting with most recent. Include organisation, position name, and dates. For example:*

University of X School of Y A/Prof	2019 – 2021
Senior Lecturer	2015 – 2019
University of A Department of B Lecturer	2012 – 2015

## Awards/ Distinctions/ Fellowship

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*Order from most recent*

## Publications

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*List, from most recent, using the reference style you usually use. Add subsections (such as peer reviewed journal articles, book chapters) if helpful.*

*If your list is extensive, consider listing your most relevant publications here, with an appendix at the end.*

## Grants

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*List from most recent. Include project name, funding organisation, amount awarded, your role and duration of grant. For example:*

<b>The changing face of employment in Australia</b>	ARC	\$550,000	Chief Investigator	2018-2021
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## Research Interests

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*Provide a short statement outlining your past, current and proposed lines of research. (Approx. 100 words). Proposed lines of research may need to be tailored to the position you are applying for.*

## Teaching Experience and Special Interests

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*List all courses taught, including course name, institution, dates, and a short summary of contents. As for research, the emphasis in this section may need to be tailored to the position you are applying for. For example:*

**A history of employment in Australia**

University of A, Department of B

2012 – 2015

This course covered...

## Conference presentation

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*Order from most recent (include abbreviated abstracts if you wish)*

## Additional Activities

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*These might include activities that enriched university life, or activities in the community, or voluntary positions.*

## Memberships

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# Example Resume

## First-Name Last-Name

Email address

mobile

LinkedIn address (if you have one)

### Profile

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*Summary of your experience, skills and achievements. This is a summary of Your Market Proposition. Tailor this to the role you are applying for. (Approx 100 words). For example:*

A clinical psychologist with a specialisation in career psychology and wellbeing. Has held full registration with AHPRA (Australian Health Practitioner Regulation Agency) for over ten years. Brings a depth of understanding of what underpins wellness in the workplace, having both practised as a psychologist and undertaken substantial research in the area.

Excellent leadership skills, communication and rapport building, as well as a commitment to creating a culture of excellence and mutual support. With a strong background in research and teaching, in addition to clinical skills, brings a depth of understanding to both working with clients and building a high functioning clinical team grounded in research-based practice.

### Competency Highlights

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*This lists your capabilities and experience – include key skills (up to four or five) and supporting statements for these skills in the form of achievements. For example:*

Leadership:

- Drew together and led a team at the 'Healthy Careers' research group that led to that research group being recognised as one of the highest performing research groups in the University

*This would be followed by another three or four skills, with a supporting achievement statement for each.*

### Career Summary

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*Include current and past positions held for the past 12-15 years, starting with most recent. Include organisation, position name, and dates. For example:*

University of X School of Y A/Prof	2019 – 2021
Senior Lecturer	2015 – 2019
University of A Department of B Lecturer	2012 – 2015
Clinical Psychologist in Private Practice	2010 – current





## Dos and Don'ts for Resumes and CVs

<p><b>Dos for a Resume</b></p> <ul style="list-style-type: none"> <li>• Tailor your resume – it's important that you have reviewed the job ad and have identified the requirements, and are addressing these</li> <li>• Do keep a master copy of your resume. This will list all of your experience, skills, training etc. Use it as a reference point for revising your resume to fit a job profile and to prepare for interviews.</li> <li>• Pay particular attention to tailoring your Profile section to the job requirements.</li> <li>• Add capability highlights – this allows the reader, at a glance, to see what your key skills are (rather than having to search for them). You will need to tailor your capabilities to address the job ad requirements.</li> <li>• Remember recruiters won't read information that isn't directly relevant to the job ad or supports your application. Succinct is good!</li> <li>• Include achievements and, if possible, have your achievements show a measured result: e.g., created a new teaching course on X that was consistently fully enrolled</li> <li>• Use in your resume the terms and words that appear in the job ad or position description – these are called keywords. When you use them, you are using the language of your potential employer and this shows an alignment to the organisation (it also helps with automated searches).</li> <li>• Spell information out rather than using acronyms or jargon – you can put the acronym in brackets after the full word is spelled out.</li> <li>• Do a thorough proofread (even better, get someone else to do it for you) before sending in your application.</li> </ul>	<p>Module</p> <p>Slide 7 and 8</p>
<p><b>Dos for a CV</b></p> <ul style="list-style-type: none"> <li>• Tailor the Profile at the start of your CV to the job, and make sure information throughout the document relevant to the job is going to be clearly seen if someone reads the CV rapidly.</li> <li>• Keep a master CV, that lists all your experience, courses taught, publications etc. As time passes, you may choose to omit earlier experience for a job application if it becomes less relevant.</li> <li>• Pay particular attention to tailoring your Profile section to the job requirements.</li> <li>• Check that in your CV you are using the terms and words that show alignment to the organisation. If at the institution you are applying for a</li> </ul>	<p>Module</p> <p>Slide 9</p>

<p>particular subject is called X, and it is relevant to your experience, see if you can call it X in your CV, even if you usually call it Y.</p> <ul style="list-style-type: none"> <li>Do a thorough proofread (even better, get someone else to do it for you) before sending in your application.</li> </ul>	
<p><b><u>DON'T's for a Resume and a CV</u></b></p> <ul style="list-style-type: none"> <li>Don't include your gender, photo, date of birth or marital status</li> <li>Don't crowd the information on the page – ensure there is plenty of white space (meaning the blank parts around the text) and that it's easy to read</li> <li>Don't use a too-small a font size (anything lower than 10 points). If you are running out of room or have difficulty formatting, remove words and try to make your information more concise</li> <li>In a resume, don't include your full career history (keep that for your own master resume). Generally, include only the jobs you've held over the last 10-15 years. Recruiters simply won't read it all.</li> <li>Don't do anything gimmicky like including a 'fancy' border on the page, or your photo.</li> </ul>	Slide 10

### JobScan

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<p><a href="#">Jobscan</a> is a tool that gives job seekers a quick analysis of how well their resume is tailored for a particular job and how it can be even better. You can click <a href="#">here</a> to find out more.</p>	Module Slide 12
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### Related modules

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Review the job ad analysis (in Career Toolkit)	
Keywords (in Career Toolkit)	
Cover letter examples (in Career Toolkit)	