# Writing a CV, Resume & Cover Letter that Gets You Noticed
## (Graduate Students Only)

RUTGERS
University Career Services
New Brunswick

**Paola Puerta Dominguez**

Career Development Specialist, International Students | STEM Careers

# CAREER JOURNEY MODEL

**PURSUE YOUR GOALS**

We have events and resources designed to help you to prepare for the job search process and connect you to opportunities.

**DEVELOP SKILLS**

We can assist you in developing the skills you need to have a competitive advantage in your full-time job search.



**DISCOVER YOURSELF**
Who am I?

**EXPLORE CAREERS & MAJORS**
Where can I go?

**PURSUE YOUR GOALS**
How do I get there?

**YOUR CAREER JOURNEY**

What do I need?
**DEVELOP SKILLS**

**DISCOVER YOURSELF**

We can help you identify potential options using a combination of self-evaluation questions and career assessments.

**EXPLORE CAREER & MAJORS**

We can assist you with exploring your major pathways and help you to select a career that is congruent with who you are and what you value.

# INTRODUCTIONS

**Paola Puerta Dominguez, MA**
Career Development Specialist, International Students/STEM Careers
Career Exploration & Success

**Dr. Ramazan Gungor, PhD**
Assistant Dean
School of Graduate Studies

# In the Audience...

Undergraduate

Graduate
(MA/MS)

Graduate (PhD)

# What do you hope to learn today?

How to format/write my CV for research (universities /research centers)

How to format/write my CV or resume for roles in industry

# What career cluster matches your interest?

Arts, Communication & Entertainment

Business, Financial Services, & Logistics

Education, and Public & Human Services

Food & Agriculture and Environmental & Natural Resources

Life Sciences & Health

Science, Technology, Engineering & Math

I'm not sure!

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# PURSUE
# YOUR
# GOALS

## HOW DO I GET THERE?

## OVERVIEW

**Basic introduction to**
        Curriculum Vitae (CV),
        Resumes, and
        Cover Letters

**Correct use of each document**

**Format and Content**

**Information about Critiques**

**Additional Resources**

# CURRICULUM VITAE (CV) AND RESUMES



## CURRICULUM VITAE  VS.  RESUME

**CV** is a **comprehensive report** of your experience and life's accomplishments especially in academia or research.

**Resume** typically is a **strategic and condensed list** including your education, experience, academic projects, skills, etc.

**CV** = Summary
**Resume** = SnapShot

# CURRICULUM VITAE (CV) AND RESUMES

*Who's your Audience?*

|  | CURRICULUM VITAE (CV) | RESUME |
|---|---|---|
| **Audience** | Fellow academics in your field | Potential employers seeking to fill a position |
| **Goal** | Present a full history of academic credentials: research, teaching, awards, and service | Present a brief snapshot of most relevant skills and experiences |
| **Focus** | Academic achievements and scholarly potential | Skills that prove job success, experiences that demonstrate the requisite skills |
| **Length** | Flexible | One page (no more than two pages if necessary |

# PROFESSIONAL SUMMARIES

- **WORK HISTORY**: What are some common threads in your work history? Look for patterns in company culture, size of the company and your role.

- **SKILLS**: In which skills are you proficient? Which of these skills apply most to the job?

- **ACCOMPLISHMENTS**: What were some of your most impressive achievements in past jobs? If you can, find ways to quantify those achievements using metrics like years, percentages and dollar amounts. For example, "Exceeded my sales goals in 2017 by $50k."

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**PROFESSIONAL SUMMARY**

Dedicated, resourceful, and goal driven professional educator who has earned trust and respect from students, colleagues and administrators for 8+ years. Organized and driven with an innate ability to stay on task. Utilized effective and efficient methods of teaching while focusing on the individual needs of each student.

*Accomplishments Include:*

- Increased student participation and test scores by introducing relevant computer programs and exercises to encourage student interest and enjoyment
- Increased student language arts standardized test scores by 16% by introducing more effective learning techniques such as technology integration and student-run lesson plans
- Awarded National Youth Leadership Forum: Pathways to STEM Award

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https://www.kickresume.com/en/help-center/how-write-profile-resume/

# CURRICULUM VITAE (CV)



## FORMAT

Include Professional Summary or Research Interest

Consider the **ORDER** of your headings (research vs. experience)
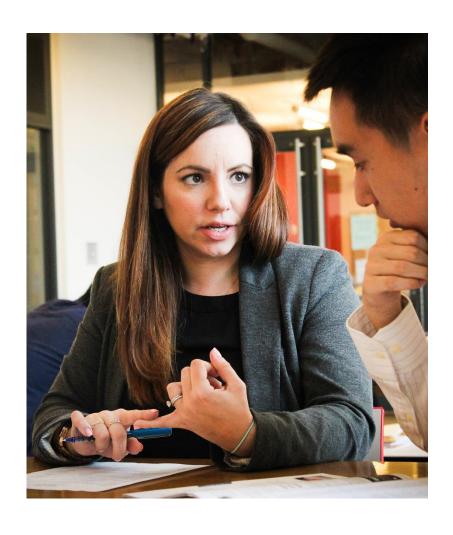
Avoid textboxes, underlining or shading

2+ pages long acceptable.

References should be listed on a separate Reference Sheet.
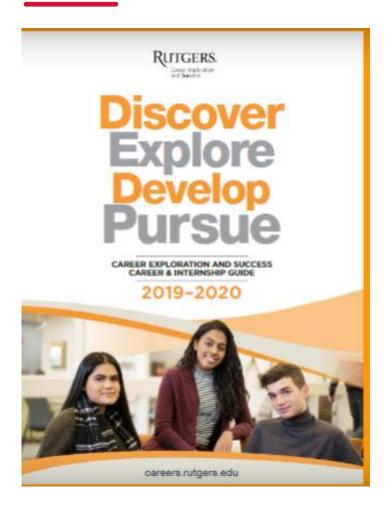
# CURRICULUM VITAE (CV)



**PURPOSE**

CVs can be used to facilitate academic job talks.

Can be required for conference speaking engagements and professional presentations.

Grant writing, proposals, publications.

Research the company/job description to determine if you should include a CV or Resume.

# RESOURCES



careers.rutgers.edu/guide

Versatile PhD: Career Development for Doctoral Students



The School of Graduate Studies is pleased to announce a new online resource available to all Rutgers graduate students and postdoctoral scholars: Versatile PhD.

Versatile PhD is a digital platform designed to help you learn more about the career opportunities that exist outside the tenure track. This tool demystifies non-academic professions, making it easier to explore a wide range of career paths.

Once you create a free VPhD account, you will have access to many resources, including (but not limited to):

Resumes & Cover Letters: Real resumes and cover letters that got real PhDs their first jobs away from the faculty track, with detailed analysis that describes how they made the non-academic pivot and shows the application and hiring processes step by step.

Personal Narratives: First-person stories by experienced non-academic PhDs, describing how their careers evolved over several years after moving out of the academy, including promotions, advancement, and signature accomplishments.

Panels: Detailed inside information on a wide range of specific PhD-friendly careers provided by PhDs in those careers, along with answers to frequently asked questions from other VPhD members.

With access to Versatile PhD, you can also explore discussion forums, examine the Q&A archives, learn more about local meetup groups, and search job listings.

gsnb.rutgers.edu/versatilephd
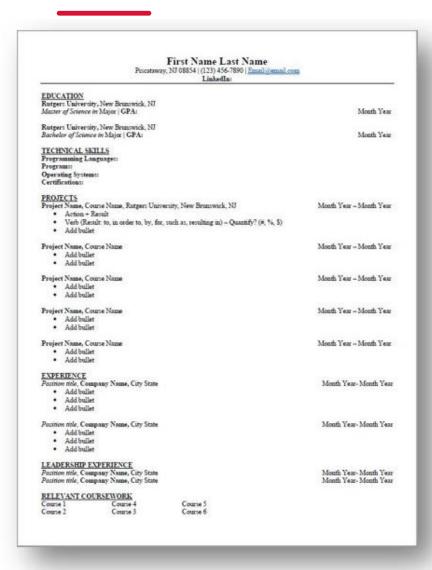
# RESUME

**UNDERGRADUATE**
- Typically **one page**
- Education and relevant qualifications such as certifications are emphasized

**GRADUATE**
- More detailed background (**2 pages max**). 1 page resume still recommended
- Expansion of work-related experience

1 page resume  **vs.**  2 page resume

# CREATE A RESUME THAT GETS YOU NOTICED



## ANATOMY

**HEADING:** Name, City/State, Email/Phone – LinkedIn Link

**EDUCATION:** Undergraduate & Graduate Degrees ONLY

**TECHNICAL SKILLS:** Computer Skills, Laboratory Skills, etc.

**PROJECTS:** Relevant Academic or Personal Projects – *Most Recent First*

**RELEVANT EXPERIENCE:** Add experience - *Most Recent First*

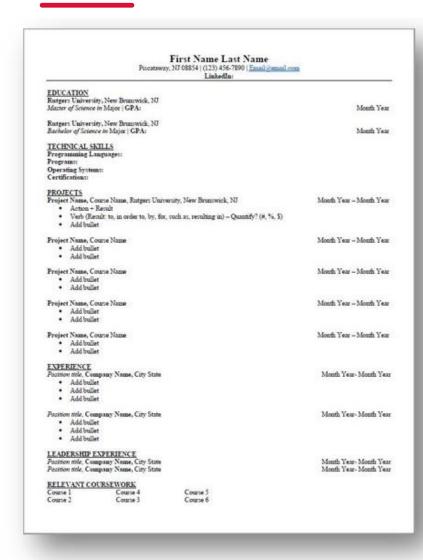**LEADERSHIP EXPERIENCE:** Leadership experience

**COURSEWORK (OPTIONAL):**

**TIPS**
Do not use Templates from MS Word
Avoid using LateX Program
Simple blank word document

**Need MS Word? FREE Software for Rutgers Students**
https://software.rutgers.edu/

# CREATE A RESUME THAT GETS YOU NOTICED



## RESUME WRITING

Writing Resume **Bullet Points**

**Action + Result**

- **Action** = Power Verb

- **Result** = to, in order to, by, for, such as, resulting in

- **Tense:** Past vs. Present Tense (Collaborat**ed**/Collaborate)

    *Avoid Collaborat**ing** (no ing)*

**\*BONUS** – Quantify (#, %, $)

**FINAL TIPS**

❑ **GPA:** Should I include it?

❑ **Technical Skills** for Relevant Majors

❑ Focus on **Projects/Leadership Skills** if no experience

# WHAT ABOUT COVER LETTERS?



## BRIEF OVERVIEW

Typically **1 page** (cover letters for academic positions can be longer)

Keep it **short and simple!**

Discuss your qualifications and how they are **relevant** for the position you are applying for.

Avoid "one size fits all" cover letters

Visit Drop-Ins for a cover letter review!
**No appointment necessary!**

**Busch Campus  |**  Monday & Tuesday  **| 12:00-3:00PM**
**College Avenue |**  Wednesday & Thursday **|  12:00-3:00PM**

# APPLICANT TRACKING SYSTEMS (ATS)



## SCANNING YOUR RESUME

- Used by companies to **scan** resumes

- Makes hiring process more efficient

*An applicant tracking system is a type of recruiting software used to find, screen, and rank candidates.*

*If an **ATS** can't parse through your **resume** well, or at all, your chances of getting selected for an interview are low—even if you're perfectly qualified.*

*https://www.jobscan.co/*

# ASSESSMENT

**Some questions to ask yourself when paring the resume down from a CV:**

- What position am I now applying for?

- What are the requirements, and have I strategically highlighted my qualifications? (*Reduction of content is important*)

- What was the purpose of each item/experience I had in my CV? Is it yet relevant for this position? (*Check key words of the job description*)

- Am I balancing out my message? (ex. Technical + Soft Skills)

- What content can be left out?

# RESOURCES

## RESUME DROP IN HOURS

**University Career Services @ Busch Campus:** Mondays and Tuesdays from 12:00 to 3:00 pm

**University Career Services @ College Ave Campus:** Wednesdays and Thursdays from 12:00 to 3:00 pm

## SAMPLE RESUMES

careers.rutgers.edu -> Pursue Your Goals -> **Resume & Correspondence**

## CAREER & INTERNSHIP GUIDEBOOK

careers.rutgers.edu/guide

# SUMMARY – MANAGE YOUR JOB SEARCH

**PREPARE**

**Resume**

Handshake Profile

LinkedIn Profile

**APPLY**

Handshake

LinkedIn

*GoinGlobal

*Outside Websites

**NETWORK**

Employer Events

Student Organizations

Alumni

Professors

**INTERVIEW**

Mock Interview

InterviewStream

Vault

Glassdoor.com

Recruiter-in-Residence

# GOINGLOBAL

# GOINGLOBAL



## H1B SEARCH

**Search Occupations** (Software Engineer, Software Developer,)
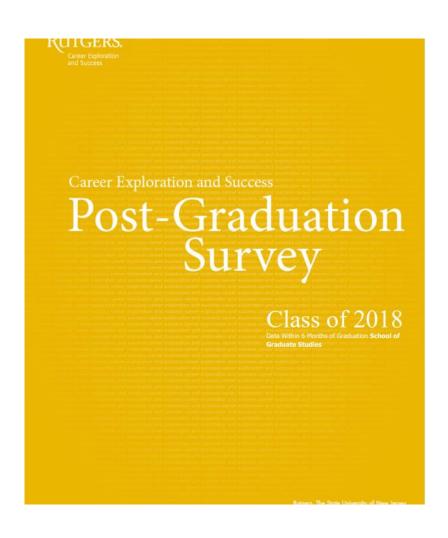
Search for **Patterns** (companies, locations)

Target **companies/locations**
- ❑ Follow companies on LinkedIn
- ❑ Is company/organization recruiting at Rutgers?
- ❑ Who's hiring international candidates in my field?

**Log on to GoinGlobal via Handshake!**

**Handshake -> Career Center -> Resources -> GoinGlobal**

# careers.rutgers.edu/reports

## POST-GRADUATION SURVEY

Career Exploration and Success collects data from the graduating students in September, December, and May.

Faculty, staff, and students with valid NETID credentials may view the full reports by visiting **careers.rutgers.edu/reports**

RUTGERS.
Career Exploration
and Success

Career Exploration and Success

## Post-Graduation Survey

### Class of 2018

Data Within 6 Months of Graduation **School of Graduate Studies**

Rutgers, The State University of New Jersey

| | |
|---|---|
| Filter by School: | School of Graduate Studies |
| Major: | ALL ▾ |
| Degree Level: | ALL ▾ |
| Graduate Degree Level: | ALL ▾ |
| International Students: | ALL ▾ |

Generate report

# RECOGNIZE & AVOID JOB SCAMS



**NEVER:**

**Never give out personal information** like your social security or bank account number over email or phone.

**Never take cashier's checks or money orders** as a form of payment. Fake checks are common and the bank where you cash it will hold you accountable.

**Never cash a check that comes with "extra" money.** Scammers send checks that require you to deposit a check at your bank, withdraw the "extra" money as cash, and then deposit that cash elsewhere. The check will bounce and you will be held accountable.

**Never wire funds via Western Union, MoneyGram or any other service.** Anyone who asks you to wire money is a scammer.

- Never agree to a background check unless you have met the employer in person.
- Never apply for a job that is emailed to you out of the blue. (out of no where)

**ALWAYS:**

**Be skeptical**. If a job is offering a lot of money for very little work, it could be a scammer trying to get personal information from you.

**Research the employer.** Do they have a reputable website or professional references? Is the job listing you want to apply for also on their main career page? Note: work-study jobs may not be advertised on employer websites.

**Trust your instincts.** If a job sounds too good to be true, it is likely a scam.

Connect with us on social media for updates, events, information, and more.



@RUTGERSCAREERS

Start your career journey and explore our website at:
**CAREERS.RUTGERS.EDU**