

Changing your CV to a Resume

Presented by the Dartmouth College
Office of Human Resources

Why a Resume is not a CV:

*A CV is used in Academic and research-oriented job searches.

*A CV is of flexible length.

*A CV is a record of academic accomplishment and credentials.

*A resume is used in business, non profit and other types of job searches.

*A resume should be no more than 3 pages.

*A resume is targeted To a specific job or field of interest.

Changing your CV to a Resume:

Why are they
important?

Changing your CV to a Resume:

Resumes

- Chronological vs Functional
- Which is better?
- What are differences between them?
- Should you have more than one resume?
- What should or should not be included?
 - overuse of pronouns

Changing your CV to a Resume:

Cover Letter

- Format
- Tailoring cover letters
- What should or should not be included?
 - overuse of pronouns
 - include interests and hobbies

Changing your CV to a Resume:

- Samples and Take Home Exercise

- Additional Resources:

http://www.dartmouth.edu/~hrs/employment/recruitment/employment_counseling.html

- Questions