# Creating and Refining Your CV/Resume

Monday, October 28, 3:00-3:45pm, Room 103 MPB http://mitchellrobinson.jimdo.com/clinic-and-workshop-materials/

## CURRICULUM VITAE VS. RESUME

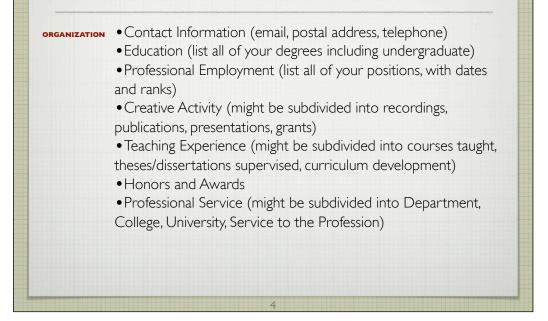
	CV	Resume
Length	The CV is expansive.	The resume is concise.
Purpose	Applying for academic, higher education, scientific or research positions. Also used when applying for fellowships or grants.	Applying for PK-12 school teaching jobs, positions in business, sales, engineering.
Coverage	Full length of career.	May be selective, but no unexplained gaps.

### CURRICULUM VITAE (''LIFE'S WORK'')

The CV describes your entire academic career, which encompasses education, employment history, publications, grants awarded, papers delivered, recitals/concerts/premieres/commissions, teaching experience, and service experience.

> A CV allows an individual (or a committee) who does not know you personally to have some understanding of the scope of your educational background, professional career, and current creative interests. Committees are often in the position of comparing applicants and so your CV should provide clear access to your professional information.

### CURRICULUM VITAE



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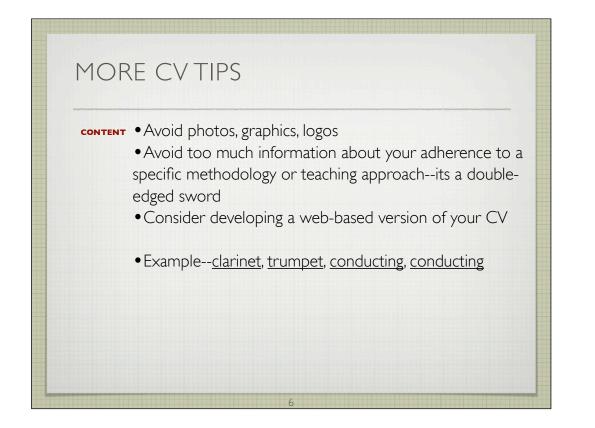
•Unlike resumes, length is not an issue. The more experience you have, the longer the CV tends to be.

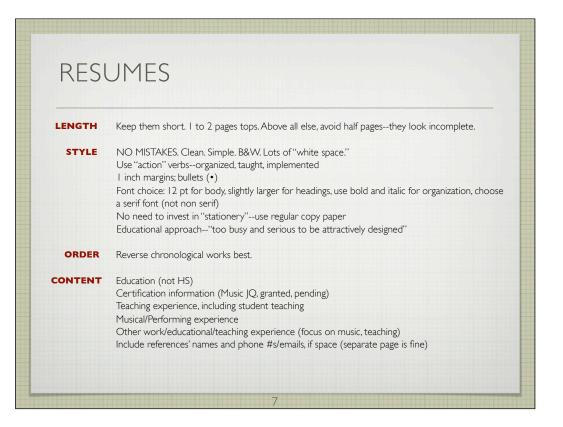
- **STYLE** NO MISTAKES, Clean, Simple, B&W. Lots of "white space."
  - Use "action" verbs--organized, taught, implemented
    - I inch margins; bullets (•)
  - Font choice: 12 pt for body, slightly larger for headings, use bold and italic for organization, choose a serif font (avoid non-serif)
  - No need to invest in "stationery"--use regular copy paper
  - Some level of explanatory detail is permissible
- **ORDER** Reverse chronological works best.

### **CONTENT** • Education/Degrees/Certifications (not HS)

- Musical/Performing experience\*
- Teaching experience\*
- Other work/educational/teaching experience if it shows long-term experience (preferable to
- keep focus on music, teaching--see examples)
- Publications, presentations, commissions, arrangements
- Awards, honors
- Include references' names and phone #s/emails--make sure info is accurate and current
- \* The order here may be adjusted depending on the position







# MORE RESUME TIPS

LENGTH	*If you really want/need a longer resume, try this idea:	
	instead of stapling 2 pages, or paper clips	
	<ul> <li>take 2 pages and print side by side on 11 x 17 paper; facing pages</li> <li>fold in half, and include your name, address, phone # and email address on</li> </ul>	
	cover	
	• open, and you have a detailed resume that presents all of your information a glance	
CONTENT	No need to include an objective or goal; they are not useful, and often prove needlessly limiting	
	Keep it current	
	Do not include GPA (this can be determined via transcripts)	
	Examples: <u>bassoon, violin, cello, cello, cello</u>	

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