

# BUILD A RESUME/CV THAT GETS NOTICED

It is important to understand the function, appropriate format, and necessary content of a resume or curriculum vitae (CV). Often the terms “resume” and “CV” are used interchangeably with business fields, and undergraduate education, referring to it as a “resume”, and academic, science and medical fields, and graduate/professional schools, referring to it as a “CV”. A true curriculum vitae is more comprehensive, longer in length, and includes research, teaching, publications and presentations. For some DVM students, it’s like a “hybrid” document as it follows the length guidelines of a resume, but includes elements of a CV. Both resumes and CVs have similar formats.

A resume/CV should be professional and exceptional; it represents you to people who don’t know you. It will take a considerable amount of time to develop and will require several critiques, revisions and updates – be sure yours shines!

## General Tips

- Employers scan resumes quickly; keep it up to date, well organized, and highlight your skills and experiences.
- Avoid using a resume template as they are difficult to edit.
- Pay attention to format and be consistent throughout.
- Use italics, bold, caps, etc. to make entries stand out.
- Spell out acronyms and abbreviations.
- Avoid using personal pronouns. Exception: using a one or two pronouns in the objective or profile is acceptable.



## 5 P's of Resumes/CV's

### *PERFECT: NO MISTAKES*

- Make certain everything is spelled correctly and use proper grammar.
- Have several people proofread it (including a professional you trust).

### *PAINLESS: QUICK AND EASY TO READ*

- Select a simple font (use the same throughout): 11-12 pt.; Section Headings: 12-14 pt. font and caps or bold.
- Margins should be between .5 and 1 inch; margins/tabs should line up and be consistent.

### *PAGES: SELL YOURSELF*

- One or two pages are acceptable (no ½ pages). Upon graduation, two pages are common.
- Include critical information showcasing your skills and experience.

### *PAPER: MAKE IT PROFESSIONAL*

- When printing, print one-sided on resume paper (24 lb).
- If mailing to a prospective employer, do not fold – use a large envelope.

### *POSITION: SHOW YOU ARE A GOOD FIT*

- Tailor resume to the required and preferred skills listed in the position description.
- If applicable, use words specified in the job description.



## Outline

### *NAME/ADDRESS*

- Name should be large, bold and stand out (18-22 pt. font).
- Address (optional), phone and email (must be professional) in smaller font (11-12 pt.).
- Include LinkedIn address as well; consider customizing the URL.

### *OBJECTIVE OR PROFILE (Optional; often not necessary when including a cover letter)*

- Objective – when you know the industry and type of position you are seeking or applying for.
- Profile – when you want to highlight your experience, skills and goals.

### *EDUCATION*

- List your current or most recent degree first; include the school and graduation date (month and year or Class of). No need to write “anticipated”, “in progress” as the date is in the future.
- For your Bachelor degree, include your major and minor if you have one.
- Can list an AA degree, but omit high school.
- Can include your GPA, but it’s not always necessary or required.
- If you studied abroad, list the program, school, location and dates.

### *QUALIFICATIONS/VETERINARY SKILLS/AREAS OF EXPERTISE*

- Must be specific and relevant to the position you are applying for.
- List skills gained through experience, knowledge gained in classes/labs/clinics, computer skills, languages, certificates, licenses, etc.
- This section is a “snapshot” of YOU – what you know, skills you have, etc.

### *VETERINARY EXPERIENCE (Or Small Animal Experience, Equine, Large Animal, Wildlife, etc.)*

- A bulleted list is usually preferred as it is easy to read. Paragraph format is also acceptable.
- Include paid or unpaid full- or part-time jobs, as well as volunteer experience, externships, international experience, internships, and significant or relevant class/research projects.
- List in reverse chronological order (most recent employment/experiences first).
- Past experiences need to be explained in past tense and present in present tense.
- Always list title, the practice/organization name, city, state (or country if international).
- Don’t use “Duties included” or “Responsible for”; use a colon instead of “including”, “such as”.
- Lead sentences with action words (Conducted, Performed, Completed and Administered).
- List more than just job duties; describe specific accomplishments and achievements.
- List dates of experience on the right-hand side (preferably right-justified).
- Consider adding a section for ADDITIONAL EXPERIENCE that isn’t vet related, but shows work ethic. You can include or omit the bulleted descriptions.

### *INVOLVEMENT/LEADERSHIP (Employers like to see this!)*

- Include your title, club/org name, dates and description of your role.

### *HONORS/AWARDS (Often this section is omitted as it isn’t as relevant to employers)*

- List scholarships, distinctions, awards, etc.
- Include the name/title of the recognition, the organization it was through and date.

### *RESEARCH/PUBLICATIONS/PRESENTATIONS/TEACHING EXPERIENCE (Include if you have it)*

### *INTERESTS (Mention what you enjoy doing outside of school and work)*

### *REFERENCES (On a separate page with your resume/CV header and same format)*

- Do NOT put a reference section on your resume or “References available upon request”.
- List at least 3-4 people (no more than 5). ASK them first!
- Include employers, advisors and/or faculty – no personal friends or relatives.
- Include name, title, company, city and state, phone number and email address.