



## Resumes, CVs and Cover Letters

March 22, 2022



# Resumes, CV's and Cover Letters

## PRESENTERS

Rebecca Grim | Peer Career Consultant  
Chris Varano | Peer Career Consultant

**Career Development Office**



# Learning Outcomes



**Purpose of resumes, CVs, and cover letters**



**Differences between resume and CVs**



**Format and structure of documents**



# What information goes on a resume?



# Resume(s) Content



**Header**



**Education | Certifications**



**Professional Experience**



**Skills & Qualifications**



**Research | Presentations | Conferences**



**Professional Associations | Affiliations**





# Resume Format

Length  
(Depends)

Reverse  
Chronological  
Order

Consistency  
& Fonts

Functional  
Order

Headers

Bullets &  
Accomplished  
Statements

# Header

Full Name

Email

Phone Number

Street Address, City, Zip Code (Optional)

Personalized LinkedIn URL (Expected)

Personal website (Optional)



# Summary of Qualifications | Samples

## SUMMARY OF QUALIFICATIONS

Experienced healthcare professional passionate about implementing positive psychology interventions to reduce climate change and health disparities. Advocate driven to create sustainable environments and healthy lifestyle solutions.

Leadership | Crisis Intervention | Psychological First Aid | Trauma Specialist | Event Management | Massage Therapist  
Climate Activist | Public Speaker | Instructor | Mentor | Researcher | Diversity and Equity Advocate | Data and Metrics

## SUMMARY OF QUALIFICATIONS

Accomplished professional focused towards coaching executives. Unique ability to interact with a diverse population of stakeholders. Develop environments that optimize talent acquisition and provide enhanced organizational development. Gravitate towards global mobility. Assist in cultural acclimation. Tailor custom experiences to European environments.

Emotional Intelligence | Project Management | Relationship Development | Ethically Driven | Data and Metrics  
Diplomatic | Organization Development Leadership | Supervision | Mentor | Innovative | Strategic Thinker | Proactive



# Education



School Name and Location



Full Degree Name



Month/Year Degree Conferred or Anticipated



Relevant Coursework (optional)

# Education | Samples

**Claremont Graduate University** | Claremont CA  
Master of Arts | Positive Organizational Psychology and Evaluation

December 2022

## EDUCATION

*Claremont Graduate University, Claremont, CA*  
Master of Arts in Positive Organizational Psychology and Evaluation

August 2021-Present

### Relevant Coursework:

- Organizational Development and Change, Organizational Behavior, and Positive Leadership
- Intermediate Statistics, ANOVA, Applied Multiple Regression, and Categorical Data Analysis
- Foundations of Evaluation, Comparative Evaluation Theory, and Evaluation Procedures

*University of Maryland, College Park, MD*  
Bachelor of Science in Physiology and Neurobiology

August 2016-May 2020

## Doctor of Philosophy (Ph.D.), Medical Science

University Of Michigan, Ann Arbor, MI September 2011 – May 2018



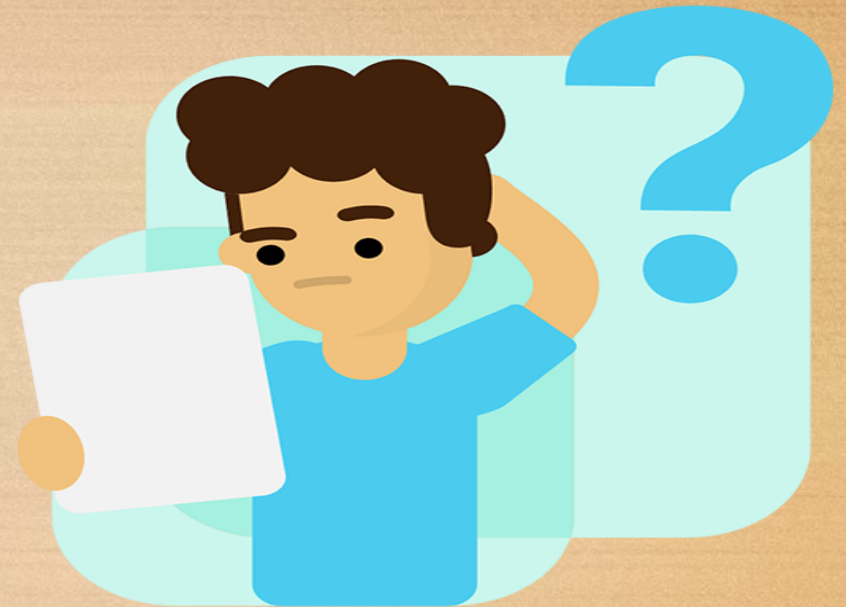
# Experiences to Include

Be strategic

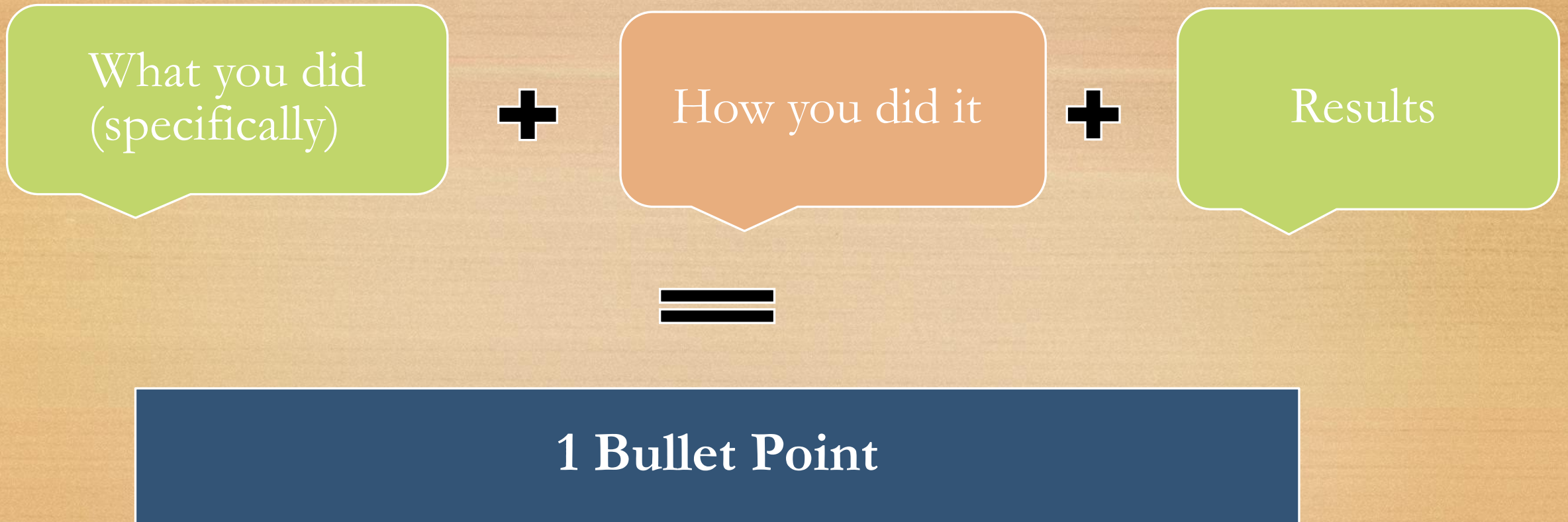
Relevance to industry

Consider the job description

Include most relevant experiences



# Bullet Point Structure



**\* It is always a good idea to add metrics, numbers and percentages**



# Professional Experience | Samples

## *Clinical Information Manager*

Saint Barnabas Medical Center, Livingston, NJ

July 2020-July 2021

- Documented patients' diagnoses, medical histories, treatments, and follow-up information in patient medical reports to inform clinical decision making
- Retrieved patient data for physician review such as previous medical conditions, lab results, and radiology reports
- Answered phone calls from EMS for patients on-way to Emergency Department to prepare physician for patient arrival

Metropolitan State Hospital | Therapy Volunteer Intern | Santa Fe Springs, CA

2018

- Co-facilitated interactive therapy for 15 to 20 residents to increase autonomy and collaborative communication
- Supported before and after event logistics and prepared venue for group therapy activities
- Participated in TSA and self-defense training to prepare and ensure a safe environment for residents and staff

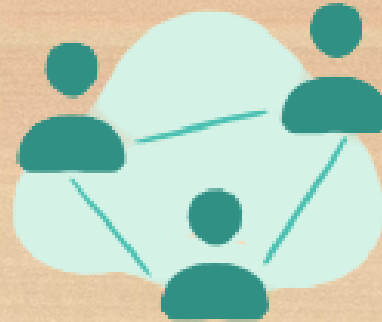


# What Exactly Are Soft Skills?

Soft skills are personal attributes needed for success on the job.



Time Management



Networking



Teamwork



Creative Thinking



Conflict Resolution



# What are Hard Skills?



They're acquired through  
formal education and  
training programs



Examples: computer  
programming, writing,  
mathematics, law



Job success typically  
requires combination of  
hard skills and soft (or  
interpersonal) skills

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# Curriculum Vitae | CV



# What is a CV?

- Academic and professional accomplishments
- More prevalent in academia



# CV Content



**Header**



**Skills | Qualifications**



**Education - Dissertation  
& Committee Members**



**Research**



**Professional Experience**



**Fellowships | Honors | Grants**



**Clubs | Organizations**



**Publications**



# CV Format

Length  
(3+ pages)

Reverse  
Chronological  
Order

Consistency  
& Fonts

Academia

Headers

Bullets &  
Description

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# Cover Letters



# What are Cover Letters?

- Personal and professional introduction of yourself
- Briefly describes your
  - Education
  - Experience
  - Skills





# Cover Letter Format

Header (as it appears on resume)

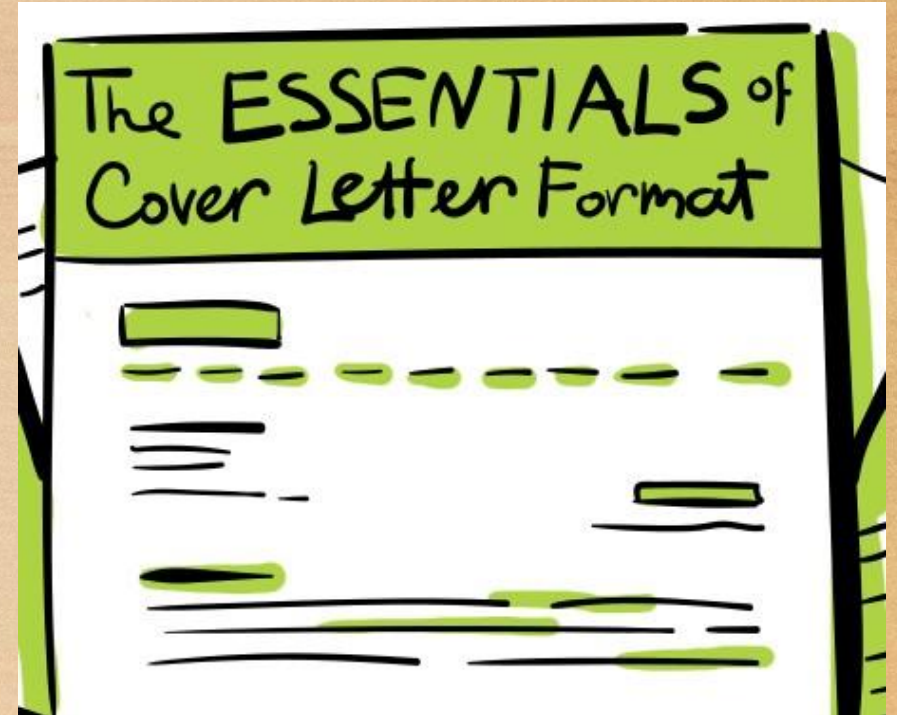
Company Address

Section 1: Introduction

Section 2: Experience (1-2 paragraphs)

Section 3: Conclusion

Signature





# Cover Letter Formatting

Heading (same as resume)

Name of Contact

Title

Organization

Street, Address, Zip Code

"Dear Contact Person" **Avoid "To whom it may concern"**

# Opening Paragraph

Name of position and company for which you are applying

Name of the person (if any) who referred you to the organization

State your full degree & college (Master of Arts in Psychology)



# Body Paragraph 1: Critical Content Section

Acknowledge the skills required by the open position

State your competencies and strengths you will bring to the position

Provide examples of your experiences using your skills

## Body Paragraph 2

State your previous experience and list accomplishments

Use related keywords: software, soft/hard skills

Make sure you use skills and keywords listed in the job description

Relate it back to the job you are applying for



# Closing Paragraph & Signature

Push for personal contact and/or interview

Provide email/phone number for employer to contact you

State you are excited to interview/next steps in hiring process

Sincerely, (or Respectfully, Enthusiastically)

Signature





# Future Awesome Workshops

## Branding | Networking 30-Second Pitch

April 7th (Thursday)  
Noon to 1:00 PM (PT)

## The Ominous World of Finances

April 14th (Thursday)  
Noon – 1:00 PM (PT)

In Collaboration:  
Jason Siegel | Psychology Professor

## Conversations About The Future

April 15th (Friday)  
10:30 AM – 11:30 AM (PT)

In Collaboration:  
The International Scholars Program  
Student Life, Diversity & Leadership



## Navigate and Engage | Your Career Journey

April 26th (Tuesday)  
Noon – 1:00 PM (PT)

In Collaboration:  
The Office of Student Engagement



Claremont Graduate University  
*Career Development Office*

# CAREER DEVELOPMENT OFFICE TEAM

**Bailey Westerhoff** | Employer Outreach Specialist

**Chris Varano** | Career Peer Consultant

**Kaajal Sheth** | Media & Communications Specialist

**Karina Kowarsch** | Data Evaluation Assistant

**Michelle Ponce** | Director Career Development Office

**Rebecca Grim** | Peer Career Consultant