



## Résumés, Portfolios and CVs

Youth Empowerment Project

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Friendly advice from Robin Larson, Ph.D.

(A written version of Dr. Larson's PowerPoint Presentation)

***Résumés, Portfolios, and CVs are different documents  
for different things.***

### Curriculum vitae (cv or CV)

- Latin for “course of life”
- Includes just about EVERYTHING you have done
- [Different than a resume](#)
- Also customizable for different audiences
- NOT VERY SEXY

### Portfolio

- Typically associated with the arts (drawings, paintings, etc.)
- [What is a portfolio – Guide](#)
- You make important things (e.g., your skills at creating PowerPoints) into an artifact
  - Use actual things you’ve created (redacting if necessary)
  - These “work samples” should relate to the job you are seeking
  - If you create a base portfolio, and insert various artifacts depending on the audience...you are in good shape.
- Hardcopy versus electronic document? Yes, please.
- Preferably, you present these artifacts in an eye-catching fashion (i.e., make ‘em sexy)...

### Résumé

- A simple and brief summary of your education, experience and contact information. SEVEN SECONDS!
- Think of it as your “Knock at the door” of a potential employer.
- Do not have to list EVERYTHING you’ve done.
- Templates are [bountiful](#). Formats include:
  - Chronological
  - Functional
  - Combination
- Aim for ONE PAGE...[LESS IS MORE!](#)
- Include working with a leader (even if you weren’t one)
- If you do many different things – try and capture those tasks
- Explain difficult tasks you handled

“Remove the fluff recruiters skip through to get to the heart of your resume: your actual work. It’s common knowledge in HR that no one really reads your summary, objectives or hobbies; recruiters can tell from your title, responsibilities and achievements whether you’d be a good fit for the role. It all boils down to quality versus quantity; strong work content and results always make it easier for recruiters to notice you.” (Kibria, 2021, *Forbes*)