

## Crafting Your Resume, Cover Letter, and Curriculum Vitae (CV)

What's the difference anyways? There's a few distinct uses for each.

### **Resume:**

Resumes are a highlight reel of the jobs that you've had in the past. Particularly the jobs that show your relevant experience to the job you're applying for. You're going to want to keep this document brief, using explanations of each role with "billboard words" which I will explain later.

### Example:

You're applying for a job working at a ice cream shop  
You show that you used to work at a sandwich shop  
AKA a little different but super relevant experience.

When you're first starting your career you're not going to have a lot of experience and THAT IS OKAY! The key to getting your first employment is figuring out ways to relate the experiences that you have had and relate them to the role anyways.

### Example of something I said:

I had 0 experience for the job I was about to interview for. At the time I was applying for the role, I knew it was going to be a lot of multitasking. I had experience working in customer service and in restaurants. How did I relate it?

I said something like this; "During my time working in the restaurant industry, I gained a variety of attributes but working under pressure and the ability to multitask have to be the most vital to me. Being able to balance the timing of a check, requesting an anniversary dessert, two waters at table 5, and ensuring someone's food is allergy safe is a lot for one person to handle. However, it has made me more confident in my abilities to handle a position such as this where I know where I will be in situations like field work where there will be multiple things I must keep my focus on."

Resources for Crafting your Resume:

<https://www.sciencemag.org/careers/how-craft-winning-r%C3%A9sum%C3%A9>

<https://novoresume.com/career-blog/how-to-write-a-resume-guide>

Most important parts of a Resume?

1. Well Organized
2. Concise
3. Detailed

What exactly are you talking about when you say “billboard words”?

These are specific nouns/adjectives that are related to the role you’re applying for.

EX: Conducted Field Operation Survey’s vs. Walked around in the woods

EX: Lead a team vs. Worked with a Group

EX: Conducted Research vs. Participated in Research

### **Cover Letter:**

Cover Letters are for showcasing your personality and how to relate the experiences you have to the role you’re applying for. Think of it like talking directly to your employer. This is where your voice, your personality, and who you are as a candidate *shine*. Also, feel free to add your enthusiasm for the potential of working there too! You’re going to want to keep this to ONE page. Keep in mind, these hiring managers are sometimes filtering through 90+ applicants.

EX : Why leading Kayaking tours was a great practice of confidence and leadership that will contribute to the role working with them.

Resources for Helping you craft your Cover Letter:

<https://novoresume.com/career-blog/how-to-write-a-cover-letter-guide>

<https://resumegenius.com/cover-letter-examples>

### **Curriculum Vitae:**

This is a catalog of every single job, volunteer role, specific skills, or presentations you’ve ever done (College and Forward). This will become more important as you advance in your careers and accumulate a variety of skill sets. Unlike the Resume and Cover Letter there is no page limit on a CV, so when I say everything... I mean EVERYTHING. The descriptions of each of these experiences will also stray from bulleted format to a paragraph format. A CV is essentially an incredibly detailed resume. Include organizations you are part of, clubs at school, specific courses you have taken, travel abroad programs, the list goes on and on.

Resources for Helping you craft your CV

<https://www.thebalancecareers.com/cv-vs-resume-2058495>

<https://novoresume.com/career-blog/how-to-write-a-cv>

<https://www.aza.org/jobs?job=39200>

Example:

CV

Science Science

Position Title: Coral Research Aquarist November 2028- Present

At Science Science my main responsibilities included running a coral aquaculture facility, caring for 5,000+ corals of a variety of different species. I was able to demonstrate and gain skills in coral identification, aquaculture husbandry, and pest identification and treatment. Outside of my immediate duties, I also built and maintained aquaculture systems on a large scale of 40+ industrial 300 gallon tanks. Lastly, I participated in outreach events educating the local public on the importance of coral growth and survival in our immediate environment.

VS.

Resume

Science Science : *Coral Research Aquarist*

November 2028- Present

- Lead Care of Corals in 40 tank aquaculture facility
- Facilitated team use of skills such as; coral ID, pest identification and treatment, and coral aquaculture
- Educated local patrons on the importance of corals in our environment

See the differences there? You're basically going to expand on your resume bullet points to be more thorough and add details.