

Reviewing a Résumé or CV

Resume: a brief account of a person's education, qualifications, and previous experience.

Curricula vitae (CV): Latin for "course of life." Summary of a person's career, qualifications, and education.

Consistency
is key!

Note: There is some confusion of the term CV. In North America it is typically a full detail of a person's career. In Europe, it is typically synonymous with résumé and sometimes called a "short CV."

Standard Resume Format

Follow the standard format (see diagram). Not every section is needed and order can vary. If you are completing your Ph.D. or have 10 years of relevant experience you can do a 2 page resume.

Make your resume easy-to-scan using sections.

Be consistent!

- Section headings
- Verb tense
- Date format
- Fonts and style

You don't have to include everything. Do include your attendance at the summer school! Include some personal details.

Include some links: orcid, LinkedIn, GitHub, etc.

Name & contact	Alex Lee Scranton, PA - (123) 456-7890 - alex.lee@email.com
Summary	Summary A strategically-minded and hard-working graduate student studying high performance computing.
Skills	Skills MPI, Git, C, C++, Fortran, Bash, Emacs
Education	Education University of Las Positas August 2018–Present Ph.D. Computer Science 3.5/4.0 College of Penn. Graduated May 2018 B.S. Computer Science 3.2/4.0
Experience	Experience U. of L.P. Teaching Assistant May 2020 - Taught lessons and ran lab sessions - Organized study groups Research Lab Intern August 2010 - Performed research activities - Sat in the lab - Made Coffee Camp HPC-SS Counselor July 2007 - Read stories and had fun
Honors & Awards	Honors and Awards International HPC Summer School attendee
Community Service	Community Service Debate team captain (2015), Student Government Treasurer (2019)
Publications	Selected Publications A. Lee, et al. I Did Some Research, but Couldn't Reproduce. <i>Research in Computer Science</i> . May 2020. A. Lee, et al. I Did Some Research. Proceedings of the <i>Research in Computer Science Conference</i> . May 2019.

How to Review

1. Is it easy to scan? Is contact information easy to find? Are dates aligned?
2. Are the formatting of dates consistent (full month names or abbreviations)? Are the dates in chronological or reverse chronological order?
3. Are bullet points used to highlight relevant experience? Does the verb tense match for bullet point text? Check for spelling and typos
4. Is the summer school included somewhere (such as the Honors and Awards section)?
5. What sort of job do you think this person is looking for?
6. Are relevant skills listed? Are there any skills from the summer school which should be added?