Creating Your CV

You will use a resume for internship applications, some job searches and possibly for other opportunities. A CV or Curriculum Vitae is used for academic positions, e.g. internships, residencies, and faculty positions but other positions may require a full CV

Your CV is your first and best chance to get a meaningful look from an employer. Many will only glance at a CV at first to get a feel for the depth and breadth of your career. Often that first impression determines whether that person will read on, and/or have a good feeling as she reads it. Just as with a resume, a CV It needs to look pleasing to the eye:

- Look at it from arm's length to see how it strikes you. Look at it from a quadrant perspective. Does it look balanced?
- Have you included some white space to make it easier to look at?
- Do things line up?
- Are the margins wide enough so it doesn't look like the text is running off the page….

Pick a font to use throughout. No script fonts or anything fancy. Font size is best if at least 11 point
- If you use a slightly different header font for titles or positions be consistent throughout.
- Consider using bold or italics for headings and/or important information

Headings: There is no exact set of headings. As you look at other CVs and examples note that you don't have to include every heading – tailor your CV with headings that help describe you:

- Education
- Veterinary Experience
- Other Experience
- Leadership Roles
- Professional Organizations and Activities/Memberships
- Academic or other honors
- Research
- Publications
- Continuing Educations
- Activities and Interests
- Others that pertain to you

Be aware of how you list dates. Do it the same throughout.

Spell check by reading the document! Do not rely on your computer's spell checker. Watch out for to vs. too vs. two; or there vs. their; lose vs. loose

You want your information to be accurate and consistent. Make sure you use the same format for things like the schools you attended, experience, etc.

When describing previous positions or experiences emphasize what will make you better for the position you are applying for. For example, if you were a technician, you don't have to list everything

you did as a tech. You do want to emphasize any particular skills you utilized that make you a better choice; e.g. supervised, organized schedules, callbacks to clients, excel at catheter placements, etc.

Use action words to describe your abilities: "Monitored anesthesia"; "Responsible for…." etc.   Words like "observed" or "participated in" don't convey abilities. See below for more examples.

Employers know you have been to veterinary school. What makes you stand out?

- Activities, membership in academic organizations, volunteer work, and leadership roles.
- Can you relate any of these experiences to the position?
- Research – what did you do for the project? Can you demonstrate your critical thinking to this? Does it relate to anything for this position? When listing your publications, make sure to use the correct format for each entry. Don't give anyone a reason to think that you are inattentive to details!

It is worth the effort!

<u>Have someone else read your CV</u> and ask for a critique on all of the above.

Some resources:

Tufts ACE Program: www.tufts.edu/vet/ace

https://owl.english.purdue.edu/owl/resource/641/1/

Dr. Steve Rowell at the Cummings Support Center

- Phone: 508-877-4202
- steve.rowell@tufts.edu

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Action words to use (from Tufts Career Center):

Administrative Skills					
approved	collected	generated	operated	purchased	specified
arranged	compiled	implemented	organized	recorded	systematized
catalogued	dispatched	inspected	prepared	retrieved	tabulated
classified	executed	monitored	processed	screened	validated
Communication Skills					
addressed	developed	formulated	moderated	publicized	translated
arbitrated	directed	influenced	motivated	reconciled	wrote
arranged	drafted	interpreted	negotiated	recruited	
authored	edited	lectured	persuaded	spoke	
corresponded	enlisted	mediated	promoted		
Creative Skills					
acted	developed	founded	integrated	performed	
conceptualized	directed	illustrated	introduced	planned	
created	established	innovated	invented	revitalized	

designed	fashioned	instituted	originated	shaped	

Financial Skills

administered	appraised	budgeted	developed	marketed	projected
allocated	audited	calculated	forecasted	planned	researched
analyzed	balanced	computed	managed		

Helping Skills

assessed	coached	diagnosed	facilitated	referred
assisted	counseled	educated	familiarized	rehabilitated
clarified	demonstrated	expedited	guided	represented

Management Skills

administered	conducted	developed	increased	produced	strengthened
analyzed	consolidated	directed	organized	recommended	supervised
assigned	contracted	evaluated	oversaw	reviewed	
attained	coordinated	executed	planned	scheduled	
chaired	delegated	improved	prioritized		

Research Skills

clarified	diagnosed	extracted	interpreted	organized	surveyed
collected	evaluated	identified	interviewed	reviewed	systematized
critiqued	examined	inspected	investigated	summarized	

Teaching Skills

adapted	communicated	encouraged	guided	persuaded
advised	coordinated	evaluated	informed	set goals
clarified	developed	explained	initiated	stimulated
coached	enabled	facilitated	instructed	

Technical Skills

assembled	computed	engineered	operated	remodeled	trained
built	designed	fabricated	overhauled	repaired	upgraded
calculated	devised	maintained	programmed	solved	