

Symsys 200 (Symbolic Systems in Practice)
Resumes and Cover Letters (3/2/2012)

Review the material on Resumes and Cover Letters in the CDC's *Career Planning Handbook* (pp. 24-50). Cover letters are tailored to specific positions. Resumes are more general.

Think about your audience!

Customize your resume for the types of positions for which you are applying.

Search online for good example resumes in the area you are applying in

Pay attention to the differences between different types of resumes and cover letters.

- Industrial – resume should show relevant job experience and your full employment history; okay to go as far back as high school in listing what you have done – work your networks!
 1. For job-oriented resumes, it is good to include a description of your work duties along with job title
 2. Emphasize skills acquired
 3. Consider setting up a website containing a portfolio of your work; be careful about blogging, but this can be an asset too if done correctly
 4. Clean up your Facebook profile before searching for a job
- Academic – resume (a.k.a. *curriculum vitae*, C.V., or “vita”) should show relevant research/teaching experience and any publications you have contributed to, either as an author or by acknowledgement – networking is more subtle for academic positions
 1. For academic resumes, detailed descriptions of job experience are less important unless directly related to research or teaching
 2. Cut out high school activities and awards after you graduate from college; but it's okay to continue to list undergraduate awards and research for your entire academic career
 3. Consider maintaining and including a link to an academic website and/or blog for yourself, as soon as you have any research products to share
- Nonprofit/public service – resume should include relevant volunteer work, especially if relevant to the position(s) for which you are applying – networking is very important for these jobs
 1. Emphasize skills and experiences that may be especially relevant even if not acquired as part of a job, e.g. travel, languages spoken
 2. Include a statement of what you are seeking (Objective) and a brief summary of your goals and outlook
 3. Personal blogging and websites may be less important for these types of jobs because they are often more team-oriented positions, but Internet savvy is good to show – an appropriate blog or personal website can be an asset