

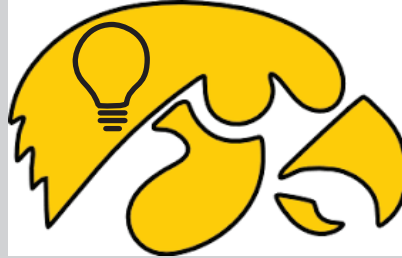
# Create a Résumé or Curriculum Vitae

## A complete document

### Hindsight

Cringe-worthy moments from your CV or résumé? Great! Think of what didn't work for you, and what you would do differently in the future.

Interviewers often ask you about a time that you "failed" and what you learned (aka problem solving!). A ready answer makes you look oh-so prepared!



### Forward Thinking

Read through your CV or résumé. Think about where you want to be in 5 years. In 10 years. In 15 years. Keep a running list of experiences that you need to get there. Its a good motivational tool that also helps you identify gaps in your CV/résumé.

Devise a plan to fill those gaps now - your research mentor is a great person to help you develop your strategy!

### Dot the "i's", Cross the "t's"

These are professional documents and your first impression. Quadruple check, employ a proof-reader, to ensure:

**Consistency:** Font, headings, layout, sentence structure, etc. are the same through the entire document.

**Spelling & Grammar:** Tense, spelling, spacing, word usage are correct.

**Clarity:** Easy to read font and size, concise wording, no ambiguous statements.

**Anti-floof:** Avoid fancy/unnecessary fonts, colors, images, paper, etc.

**Accuracy:** Dates, locations, history, are all correct.

There is no page limit on a CV. Ask your mentor if you can see their CV. Senior academic faculty and staff can have very long CVs, sometimes tens of pages!

Still feeling unsure? We used these resources. Visit them for more detailed information:

UI Pomerantz Career Center  
Tips, information, and downloadable templates for resumes and CVs

Purdue University  
How to write a CV and what to include

Illinois Graduate College  
Tips and samples for building CVs

The Balance Careers  
Tips and instructions for building resumes, broken down by individual sections

University of California, Los Angeles  
How to build a CV by individual section; What to include

The Undercover Recruiter  
Differences between a CV and resume; Which to use when

The Chronicle  
Differences, formatting, how to build resume from CV