

CV TO RESUME

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What is the difference between a CV (Curriculum Vitae) and Resume?

Resumes are brief summaries of an applicant's experiences. They highlight the most relevant positions and skills for a particular industry. The Curriculum Vitae, or CV, is a more comprehensive listing of a scholar's experiences and achievements. Typically, CVs are used in academic fields that require graduate/professional degrees and are research-intensive.

When to use a CV:

- Applications to graduate or professional schools
- Applications for positions in academia (teaching, research, administration and consulting)
- Proposals for fellowships or grants
- Scholarship applications
- Providing information related to professional activities (applications for professional memberships, leadership positions and presentations at professional conferences)

When to use a Resume:

- Applications for most jobs outside of academia ie business, NGO's or non-profit

Resume Format:

- Should be 1-2 pages in length
- Skills and experience focused
- Targeted to the specific industry or job
- In reverse chronological order within each section
- Submitted as a pdf to ensure proper formatting when reviewed

Sections of a Resume:

- **EDUCATION:** Education in reverse chronological order, with the expected or most recent degree first. List the name of colleges and universities attended, the city and state of each institution, degree(s), major(s), area(s) of concentration and month/year of graduation or expected graduation. Relevant Coursework can be added here if not obvious from major or degree.
- **RELEVANT EXPERIENCE:** This should include any jobs, volunteer experience, or activities you have participated in that have given you relevant skills or are directly relevant to the job you seek.
- **OTHER EXPERIENCE:** Any other significant jobs or activities that took large amounts of time, where you acquired skills, or that demonstrate that you were gainfully employed or enrolled during a particular time period. Organizations do not like to see large time gaps in between jobs. If you were to compile a list of all your jobs/activities/education in chronological order, there should be no gaps longer than two months. This section should enable you to fill in any time gaps left between Education and Relevant Experience.
- **SKILLS/INTERESTS/LANGUAGES/CERTIFICATIONS:** This should be targeted to the industry to which you are applying. Languages should not include English but should include notes on proficiency, such as "bilingual or fluent in Spanish" or "Intermediate proficiency, Spanish." Skills may include computer programming or statistical software, such as R, Python, STATA, SAS, SQL etc. Certifications might be OSHA certified or Agile certified. The Interests section is completely optional and will depend on the industry to which you are applying. Only include items that are truly unique and interesting. Examples could be "hiking - climbed Mt. Everest" or "cooking Latvian food" but not "hiking and cooking."

Examples of CV vs Resume:

CV

William & Mary, Department of Spanish

Instructor, September 20XX-Present

Twentieth Century Basque Literature

Teaching Assistant, September 20XX-June 20XX

Introduction to Spanish Culture

-Designed syllabi and revised curriculum in Intermediate Spanish and Introductory Portuguese

Resume

William & Mary, Williamsburg, VA

20XX- Present

Instructor

- Facilitate groups ranging in size from 10-35 students of all types from adult learners to first year college students
- Guide and evaluate participants in small-group presentations with measurable outcomes
- Created one-hour multimedia presentations
- Used social media to support the development of an online platform for student discussions of the course
- Designed course readings and projects for introductory Spanish and "Introduction to Spanish Culture"
- Revised curriculum for "Introduction to Spanish Culture" resulting in 20% increase in student ratings of the course

Or

CV:

EDUCATION

Senior Thesis: "Title [micro-resonator fabrication and prism coupling]"

Advisor: Dr. Irina Novikova, Professor of Physics

PROFESSIONAL EXPERIENCE

Research Assistant, Quantum Optics Lab, William & Mary, January 20XX-Present

GRANTS & AWARDS

James Monroe Scholar Grant, William & Mary, 20XX

Resume:

Research Assistant, Quantum Optics Lab, William & Mary, January 20XX - Present

- Senior Thesis under Dr. Irina Novikova - micro-resonator fabrication and prism coupling
- Fabricate 1.5mm radius solid-stage optical micro-resonator in LiNbO₃ by hand
- Optimize evanescent wave coupling to the micro-resonator via prism coupler, improving the Q-factor and reaching a Q-factor > 2*10⁷
- Funded by \$3000 James Monroe Scholar grant during Summer of 20XX

Maisha Griffin

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EDUCATION

William & Mary

PhD, Government

Williamsburg, VA

Expected 20XX

- Fields: Political Economy, American Politics, Comparative Politics
- Dissertation: *Appreciating Assets: How Housing Wealth Affects Political Preferences and Behavior*

MA, Government

20XX

Wellesley College

BA, Political Science (Honors) and Economics

Wellesley, MA

20XX

- Political Science Honors Thesis: *The Transnational Anti-Sweatshop Movement: Realities and Politics of the Global Labor Market*
- Recipient, Jerome A. Schiff Fellowship - \$3000 research grant, travelled to Bangladesh to conduct field research

RELEVANT EXPERIENCE

United States Department of the Treasury

Special Assistant to Alan Krueger, Chief Economist and Assistant Secretary for Economic Policy

Washington, DC

Summer 20XX

- Managed document clearance process, ensured proper review and timely submission of documents
- Collaborated with colleagues from Treasury to produce report titled, "An Economic Analysis of Infrastructure Investment."
- Outlined and drafted Assistant Secretary's testimony for Senate Banking Committee, compiled briefing materials for hearing, and drafted responses to questions for public record
- Represented EP at National Economic Council meetings about transportation infrastructure policy; commented on interagency documents
- Served as EP point person for external groups regarding HIRE Act-related data; outlined and managed clearance process for op-ed about HIRE Act, and drafted HIRE Act summary memo

Mason School of Business

Research Associate

Williamsburg, VA

Aug. 20XX - July 20XX

- Provided research support, case writing and data analysis, managed case submission process, edited, redrafted, and commented on working papers
- Drafted successful grant proposal for funding from Boehly Foundation for experiment on "work-around" situations
- Co-authored two cases about Baltic Beverages Holding, a European beer company; case was taught in strategy classes in the MBA program
- Conducted field research in three large hospital complexes to understand nurses' work and clinical environment.
- Interviewed nurses and participated in three site visits as background research for publication

United States Department of the Treasury

Intern, Office of the Executive Secretary

Washington, DC

Summer 20XX

- Managed Treasury Secretary's Congressional correspondence. Ensured correspondence went through proper channels
- Gathered and compiled Secretary's briefing materials for: Strategic and Economic Dialogue with China, House Financial Services Committee (FSC) Testimony on Regulatory Reform, and House FSC Testimony on OTC Derivatives

United States Agency for International Development (USAID)

Intern, Latin America and Caribbean Bureau (LAC), Education Team

Washington, DC

Summer 20XX

- Authored policy proposal memoranda to USAID Administrator and Congress on behalf of Education team
- Generated informational summaries of LAC programs and challenges which were posted on USAID's website to educate internal and external parties about LAC's programmatic role at USAID
- Compiled resource book about need for science education in Latin America to aid in project design
- Created comprehensive overview presentation of LAC programs for incoming leadership of Bureau

Office of United States Senator Barbara Mikulski
Intern, Subcommittee on Aging and Retirement Security

Washington, DC
Summer 20XX

- Generated complete database of Senator’s health-related correspondence for legislative reference
- Consolidated and produced reports for staffers to be used for legislative decision making
- Represented Senator’s office at Congressional hearings and briefings, and prepared summary memos

ADDITIONAL EXPERIENCE

William & Mary, Government Department
Teaching Fellow (TF)

Williamsburg, VA
Sept. 20XX - present

- Taught: *Foundations of Comparative Politics* (student evaluation: 4.40/5.00); *Sophomore Tutorial* (Head TF, student evaluation: 4.60/5.00)
- Led discussion sections and tutorials of 8-18 students, planned lessons and activities, graded papers and provided comments
- Awarded Certificate of Distinction in Teaching

William & Mary, Government Department
PhD Researcher

Williamsburg, VA
Aug. 20XX - present

- Grant Recipient: Institute for Quantitative Social Sciences (\$2980), Center for American Politics (\$1000)
- Presentations: “Asset Shocks and Social Insurance” (Inequality Conference, 20UU, Tampere, Finland), “Appreciating Housing” (American Political Science Association Conference, 20VV, Washington DC)

PUBLICATIONS

- Alcacer, Juan, Rasmus, Karl, Molander, Gustaf, and **Griffin, Maisha**. "Baltic Beverages Holding: Competing in a GlobalizingWorld (A)." MBS Case 710-430.
- Alcacer, Juan, Rasmus, Karl, Molander, Gustaf, and **Griffin, Maisha**. "Baltic Beverages Holding: Competing in a GlobalizingWorld (B)." MBS Supplement 710-471.
- Alcacer, Juan, Tarun Khanna, Gold, Mary, and **Griffin, Maisha**. "Emerging Nokia?" MBS Case 710-429.
- Brioché, Francois and **Griffin, Maisha**. "Securities Trading: Front-, Middle- and Back Office." MBS Note 110-070.

SKILLS& INTERESTS

- Computer Skills: Proficient in R, Python, STATA, LexisNexis
- Language Skills: Fluent in Bengali, Basic Spanish skills
- Interests: Certified Yoga Instructor; completed 200 hour teacher training at Karma Yoga Studio (Williamsburg, VA) in 20XX

Interests are optional and should be used with discretion based on industry.



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