



THE TOOLKIT

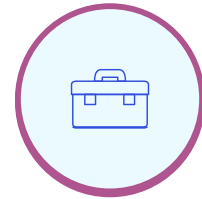
A collection of resources designed to provide practical tools for women and non-binary undergraduate students.

Highlighting Strengths on a CV

Your resume or CV is often the first (and sometimes only) thing an employer sees when reviewing applications, so it is important to make sure that yours stands out and conveys why you are the right person for the job. However, writing it should not be scary!

You have done some amazing things to get where you are now, and this document is your chance to showcase it.

In this issue of The Toolkit, you will find some tips on how to put your best foot forward to potential employers and show employers that you are the best person for the job.



"WRITING A CV CAN BE SUPER DAUNTING AT FIRST, SINCE THERE IS NO "RIGHT" WAY TO WRITE OR FORMAT IT. IT CAN BE HELPFUL TO DO A CV/RESUME EXCHANGE WITH FRIENDS (OR SHOW IT TO A PROFESSOR) TO SEE WHAT THEIR INPUT ON YOUR DOCUMENT IS. HOWEVER, ONE THING I ALWAYS DO WHEN WRITING OR HELPING OTHERS WITH CVS IS TO REFERENCE THE ACTION VERBS LIST LINKED, BECAUSE IT HELPS ME EMPHASIZE WHAT I'VE DONE AND WHY IT IS IMPORTANT."

-PHYSICS & MATH MAJOR

Tips & Tools

1

Emphasize Your Achievements! You are a very impressive person, so show it by writing with an active voice, using action verbs, and quantifying your achievements. Rather than saying "I helped plan an outreach event" say that you "Collaborated with a group of 10-12 people to organize an outreach event attended by over 250 members of the community." Show, don't tell, the recruiter what you have done and do it with clear presentation of numbers and statistics to blow whoever is reviewing your application away.

3

Highlight Your "Soft Skills." Use facts and statistics to demonstrate effective communication, management, and collaboration. Even if your experience does not directly relate to the job you are applying for, a lot of skills are transferable (and collaboration and teamwork are always valuable skills in a job candidate). If you worked in retail or as a server, use your experiences to emphasize your organization and problem solving skills. If you worked on a research project, discuss your collaboration efforts and creativity by talking about different methods you explored. All experiences are valuable and can contribute to convincing an employer that you're the right person for the job.

5

Don't forget to proof-read! You are representing yourself to your potential employer through your CV. Show that you are dedicated enough to the job to have looked the document over before hitting submit. Don't let your application get thrown out of the pile due to small spelling or grammatical errors!

Tips inspired by - "[How to Write A Resume That Gets You An Interview](#)" by Ashley Stahl | Forbes

2

Focus on where you're headed. It is always a good idea to tailor your resume/CV to the job you are applying for. Employers will usually put jobs listings with descriptions of specific skills or traits they are looking for in an employee. If you have any of these, make sure to include them in your resume/CV! Additionally, restructure your resume/CV to emphasize skills and experiences most relevant to the job. It can often be helpful to have a "master resume/CV" where you compile all of your past experiences. You can then copy and paste relevant experiences into a new document to build a resume specific to the job you are applying for.

4

Make your CV a "living document." It can be helpful to keep one "master CV" of all of your experiences and skills as you develop them. This makes it much easier to tailor your resume to the job because then you can just copy and paste the relevant information to a new document. It is also valuable to keep copies of each document you produce for various jobs. That way, you can go back and update (or reuse) your CV for a similar job posting. It is also a nice way to reflect on what you have done and where you are going.

Further Reading

"[Action Verb List](#)" by Cohen Career Center | William & Mary

"[Tips for Creating a Great Resume](#)" by Kyiely Kuligowski | Business News Daily

"[Writing the Curriculum Vitae](#)" by Purdue Online Writing Lab

A note from the author

Your resume/CV is often the only way you get to show an employer why you deserve the job, so don't be afraid to talk about your achievements! This is not the time to be humble or hold back. Also, it is okay if you submit a resume even if you do not have all of the skills in the job listing! If you can use your resume to show you are a good learner, collaborator, and are enthusiastic about getting the job done, employers will be eager to hire you. Lots of those skills can be learned. -Hana Warner. BS