



UNC CHARLOTTE

Academic Resume Workshop

Charlotte Research Scholars: 2013 Summer Research Program

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Regular Resume vs. Academic Resume

- Differences between regular resume and academic resume based on:
 - Intended audience
 - Content
 - Length

(<http://www.american.edu/careercenter/Resumes.cfm>)



Regular Resume

- Targeted summary of a candidate's qualifications for a specific job objective
- Often limited to one or two pages
- Employers on the receiving end of a regular resume: those outside of the academic community (e.g., non profit sector, business, industry, government)



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Academic Resume

- Special type of resume traditionally used within the academic community (e.g., educational institutions, institutes, research associations)
- Overview of:
 - your academic success
 - other ways you have invested your time
- Longer than regular resume
- No one standard format
- Serves as a guide for people writing letters of recommendation on your behalf

(http://www.quintcareers.com/curriculum_vitae.html)



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Organization

Common Headings	
Education	Work Experience
Honors Thesis	Internships
Academic Honors, Awards and Scholarships	Conference Presentations
Study Abroad Experience	Volunteer Experience / Community Service
Language Skills	Campus Activities and Positions Held
Academic Experience	Memberships in Professional Organizations
Research Experience	Personal Information (?)



Resume: Making it Your Own

- Discipline specific:
 - Google general resume and CV examples
 - Ask your mentor or staff member to share his/her CV
 - Google resumes and CV's of respected scholars and leaders in your respective field or discipline
- Review: Ask a trusted peer and/or mentor to review your resume and provide feedback
- Keep a “master” resume or CV which includes ANY information that you may possibly include on a resume or CV
- Keep an “all purpose” resume & update **REGULARLY** (e.g., monthly)



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What's Next?

- Review your current resume or create a resume
 - Visit UNC Charlotte's Career Center:
 - <http://career.uncc.edu/students/resumes-cover-letters/optimalresume>
- Select headers to include
- Current resume
 - What headers are NOT included?
 - When was it last updated?
 - Questions about what or what not to include?



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Examples

- <http://www.unl.edu/careers/grad/acadresume.pdf>
- http://www.engr.utexas.edu/attachments/Sample_Resume_Undergraduate.pdf