

Curriculum Vitae vs. Resume Seminar



Jim Turnquist, Career Services

The Job Market

- Job growth in various sectors
- Outsourcing
- Merging industries and jobs
 - Healthcare
 - Services
 - Retail
 - Education
 - Government
 - Mining
 - Oil
 - Automotive

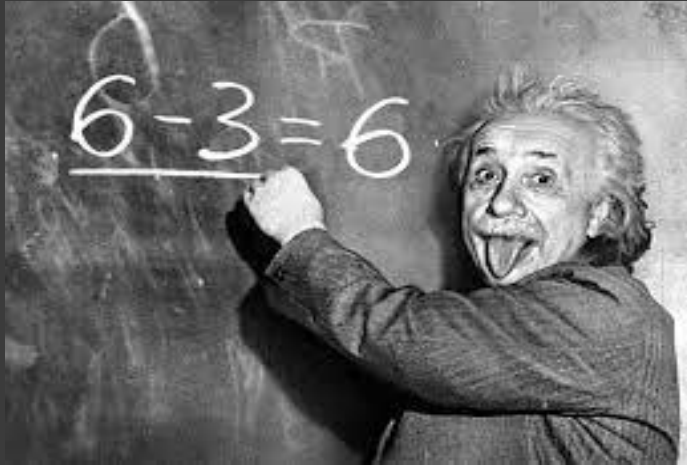


Soul Search

What do I do with my Degrees ?



What happens next for me?



Academics

Or

Industry



Industry

- Corporations
- Companies
- Government
- Start your own business



Academia

Higher Education

- Professor
- Post Doctoral
- Instructor
- Research
- Administration



What are employers looking for?

1. Co-op/internship experience
2. Communication skills (both written and oral)
3. Honesty/Integrity
4. Open-minded and positive attitude
5. Computer Skills & Technical skills
6. Motivation & Initiative
7. Business management practices
8. Leadership
9. Problem-Solving Skills
10. Teamwork skills
11. Projects/Accomplishments
12. Confidence
13. Global knowledge and experience

Job Hunting is Hard Work

Equivalent to a 5 credit course

- Networking with family, friends, faculty
- Creating resumes , cv(s) and cover letters
- Researching and applying for jobs
- Informational meetings
- Interviewing on campus and plant trips
- Tracking your activities

What must I do?

- Resume vs. a Curriculum Vitae (CV)
- Cover Letter
- Mock Interview
- Job Search
- Develop a plan of attack

Industry

Resume

A resume is a marketing tool with one specific purpose: to win an interview.

It is a list of your accomplishments.



George W. Clinton

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OBJECTIVE

To obtain the Director of Admissions position at Michigan Technological University

PROFESSIONAL PROFILE

- 30 years of public and private universities experience in enrollment management/admissions director
- Managed school recruitment, admissions, and retention for selective secondary schools
- Designed, managed and implemented new recruitment and retention strategies
- Directed institutional priorities to underrepresented populations
- Accomplished diversity goals as well as enrollment targets

PROFESSIONAL EXPERIENCE**University of South Houghton, Houghton, MI****Director of Admissions (1992 – present)**

- Manage \$7 million total budget and 82 full-time staff
- Expanded special events to include “Preview Days” and “Gold Carpet Network” which improved yield by 23%
- Developed on-line admissions application which streamlined admissions acceptance process
- Produced award-winning recruitment video and DVD.
- Designed an on-line “Interest Inventory” connected to University’s academic programs.
- Increased admissions applications by 75%
- Promoted from Associate Director to Director

Sweden University, Hancock, MI**Associate Director for Undergraduate Recruitment (1985-1992)**

- Supervised six Regional Admissions Representative
- Developed and managed the Admissions Territorial Management System. This system projected possible enrollments from designated areas. A budget was provided to each Admissions Representative to manage their territory.
- Managed the On-Campus Visitation Program. This operation included campus tours, departmental visits and exit interviews of visitors.
- Co-designer of the “View book”. The View book was awarded first place for **Outstanding Layout** by the National Association of editors.
- Developed and supervised the complete recruitment plan. Enrollment increased by 23% each year.

Gallup University, Longhorn, Texas**Admissions Representative (1979-1985)**

- Successfully managed the recruitment for the Southern Texas Region
- Presented to various classes at high schools throughout the region
- Named the **Admissions Representative of the Year** by NACAC

Vinyl College, Plastic, Iowa**Campus Visit Coordinator (1977-1979)**

- Developed and supervised the Tailored Tour Program. Each tour was designed to meet the needs of each visitor. 90% of visitors enrolled in Vinyl College.
- Created a “Pre-tour” DVD. Visitors watched this DVD prior to tour.
- Hired, trained, and supervised 25 tour guides.
- Developed an on-line campus tour using HTML.

PROFESSIONAL DEVELOPMENT

- “Reaching New Markets in Higher Education”, AACRO Conference 2004
- “Utilizing Limited Resources”, NACE Conference, 2005
- National Enrollment Management Institute, Noel Levitz, 2006
- Diversity Training, National Coalition Building Institute, 2003
- EMAS RecruitmentPro on-site Training, Admissions Recruitment Webinars (Noel Levitz), 2005

UNIVERSITY COMMITTEE EXPERIENCE

- University Senator at Large - 2000-present
- Staff Council (President, Treasurer) – 1999-2005
- Provost Search Committee – 2005
- University Strategic Planning Committee, 2002-2004
- Student Affairs Retreat Planning Committee, 2005

PUBLICATIONS

- “Writing Professional Resumes”, in *Journal for Higher Level Resumes*, October 2001
- “Successful Interviewing for Executive Positions”, in *Magazine for Higher Level Interviewing*, May 2003
- “Managing a Departmental Budget without Money”, in *Moneyless Magazine*, June 2005

PROFESSIONAL DEVELOPMENT

- “Developing a Professional Resume – Effects on Getting a Million Dollar Job”, Michigan Tech Professional Conference, Houghton, MI, May 2006
- “The Winning Interview”, National Association of Colleges and Employers Conference, Anaheim, CA, June 2006
- “Dining Etiquette for Administrators”, Eating Properly Conference, Lake Linden, MI, July 2005

COMPUTER SKILLS

Software: Banner, “eRecruiting”, EMAS, MSWord, Excel, Adobe Photoshop, and PageMaker

Programming: Access, HTML, C++

ACCOMPLISHMENTS

- Awarded the *Clair Donovan Award for Outstanding Contribution to Michigan Tech*, July 2006
- Named the *Outstanding Employee of the Year* by the University Staff Council, 2004
- Volunteer for Habitat for Humanity, Summer 2003
- Raised \$10,000 for the construction of the Omega House (Hospice)
- Played the trumpet as a guest member of the Jimmy Buffet Orchestra
- Ran the Boston Marathon (Placed 32nd), May 2001
- Completed four courses in skydiving

EDUCATION

Master of Science in Business Administration
Thesis: Management within the Healthcare Industry
Relevant Courses:
Michigan Technological University, Houghton, MI

Bachelors of Science in Healthcare Management
Central Michigan University, Mt. Pleasant, MI

Academia

Curriculum Vitae “CV”

Tends to be used for scientific and teaching positions than a resume.

Thus, vitas tend to provide great detail about academic and research experiences. Where resumes tend toward brevity, vitas lean toward completeness.

Preparing your CV

Personal/Contact Information

- Name
- Address
- Phone number(s)
- Email

Academic Background

- Postgraduate work
- Graduate work/degree(s), major/minors, thesis/dissertation title, honors
- Undergraduate degree (s), major/minors, and honors

Professional Licenses/Certifications

Academic/teaching Experience

- Courses taught, courses introduced
- Innovation in teaching
- Teaching evaluations

Technical and Specialized Skills

CV Outline

Related/Other Experience

- Other work experience

Professional/Academic Honors and Awards

Professional Development

- Conferences/workshops attended and presented
- Other activities

Research/Scholarly Activities

- Journal articles
- Conference proceedings
- Books
- Chapters in books
- Magazine articles
- Papers presented/workshops
- Ezine articles
- Work currently under submission
- Work in progress

CV Outline

Grants

Service

- Academic
- Professional
- Community

Academic/research Interests

Affiliations/Memberships

Foreign Language Abilities/Skills

Consulting

Volunteer Work

References

What is your Target?

Are you looking in the right places for the right people?

What you are looking for may be right next to you!



Don't Lose your Head!



There are resources to help you!

Resources

- Faculty
- Advisors
- Company Reps
- Family
- Publications
- The Internet
- Career Services



Resources

Industry:

- jobcentral.com
- Universe.jobs
- HuskyJobs
- LexisNexis
- usajobs.gov
- Dun & Bradstreet
- Nationjobs.com
- Google

Academia:

- Chronicle for Higher Education
- Higher Education Jobs
- Professional Research Publications
- Research sponsors

Help from Career Services

- Career assessment and planning
- Develop and critique resumes and or CVs
- Mock Interview
- Applying to graduate school
- Informational Meetings
- On-campus interviewing
- HuskyJOBS Software
- Job search strategies
- Advising and personal attention

Career Services

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Room 220**