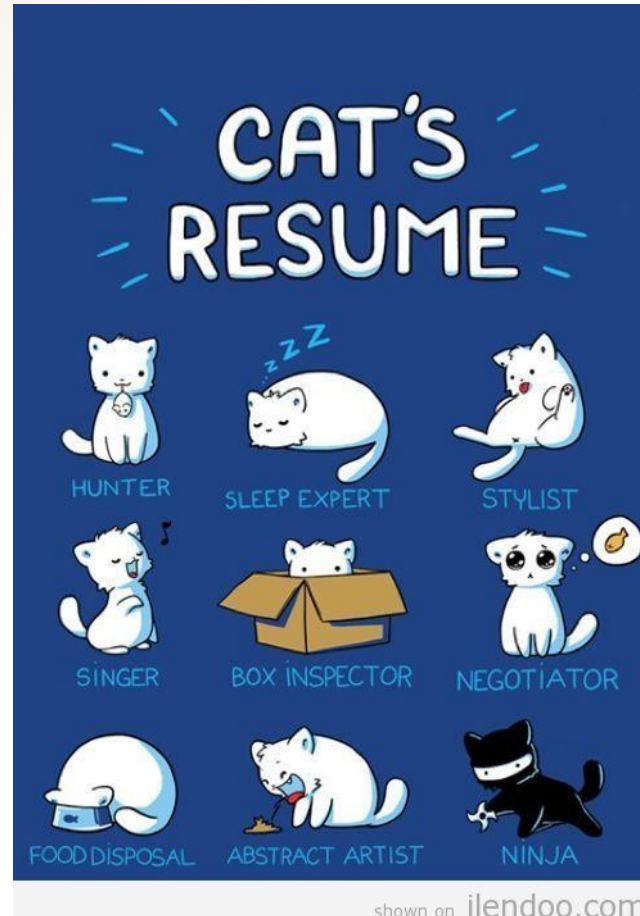


# Welcome to Powerful Resume/CV Writing



"So, it says here on your resume that you're a giraffe."



"It says here you fetch and retrieve?"

# Powerful Resume/CV Writing From "Good" to "Great"

Teach

Discuss

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Listen

DO

Talk

Question



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# Resume vs. CV: What's the difference?

*Primarily, the length, what is included and what each is used for.  
Often times the words are used interchangeably to mean the same thing.*

- **Resume** – one or two page summary of your education, skills, and experience. Brief and concise - no more than a page or two.
- **Curriculum Vitae (CV)** – a longer (at least two pages) and more detailed synopsis.
  - Summary of educational background, teaching and research experience, publications, presentations, and affiliations.
  - Used when applying for academic, education, scientific or research positions.
- **Hybrid Resume/CV** – a combination that also includes research, publications, etc.

# How important is your resume/CV?

The adage "You never get a second chance to make a first impression" is never truer than when you submit your resume. Because this is likely the first glimpse of you that employers will get, make it an impressive one. A great resume can open a door, but an inferior one can just as quickly close one.

~ *Salary.com*

*Your resume is YOU -  
make sure it represents YOU well!*

# The 5 P's of Resumes

- **Painless**

Easy to read, well organized; use bold to make things stand out and use same font type throughout, indent 2-3 levels only.

- **Perfect**

Proofread for spelling and grammar, consistent with punctuation, no personal pronouns.

- **Page**

One or two pages is best, 1", .75 or .5 margins (no smaller and make sure all sides are consistent).

- **Paper**

Resume paper subtle color and pattern (24 pound): if mailed do not fold - use large envelope.

- **Position**

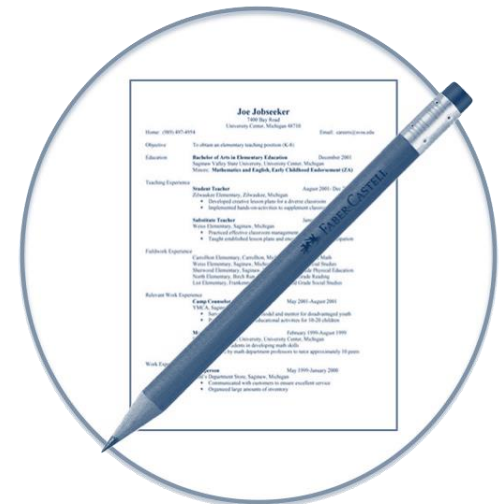
Specific to the position you are applying for, use keywords from job description.



# Outline of Presentation

*\*Not all of these sections are always necessary*

- Heading
- Section Titles
- Objective
- Education
- Experience
- CV Content
- Leadership/Involvement
- Honors/Awards/Professional Organizations
- Interests
- References



# Heading

## Julie Johnson

400 C Street • Davis, CA 95618  
jajohnson@ucdavis.edu • 530.200.8000

## Julie Johnson

400 C Street  
Davis, CA 95618

530.200.8000  
ajohnson@ucdavis.edu

## James Jenkins

880 First Avenue • Davis, CA 95616 • 530.900-8000 • jjenkins@ucdavis.edu

- **Name**

Large (20-22 font) and bold.

- **Address**

12 font, abbreviate state (preference as California is long – CA is easier and takes up less space).

- **Email / Phone**

12 font, no need to write “email:” and “phone:”, if you have home and cell write (hm) and (cell) after the numbers.

- **LinkedIn**

Make it appropriate and professional; can customize the url – under Profile – Edit Profile



# Objective vs. Profile

*\*Goes at the top of your resume*

- **Objective**
  - Brief, but specific statement outlining the type of employment (or exact position) one is ***seeking or applying for.***
- **Profile/Summary**
  - Details strengths, experiences, interests, and skills that one ***has to offer*** the employer.



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# Objective

## Example

### Objective:

Seeking a summer externship in a small animal or mixed animal clinic to utilize my background and knowledge in veterinary medicine and strengthen clinical skills.

- **Objective vs. Cover Letter:**

Can include an objective if you don't have a cover letter – it introduces yourself to the employer. 50% of employers like objective statements while 50% think they are a waste of space, so it's your call here. They are nice for career fairs so that the employer knows immediately what you are looking for (externship, internship, job, etc.).

- **Short and Concise**

It should be specific and concise. 1-3 sentences, max.

- **One Personal Pronoun**

It should include very few pronouns: this is the only appropriate place to use a pronoun on a resume. Often “my” is used in objective statements.



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# Good Objective Statement *Examples*

- "Seeking a quality small animal internship where mentorship is at the forefront in order to strengthen my clinical and communication skills while also serving as an asset to clients, patients and the practice."
- "To become an integral part of ABC Animal Clinic practicing ethical medicine, valuing clients and providing the highest level of care for patients."

# Profile

## Career Profile

Detail-oriented veterinarian who is proficient in handling complex medical cases including surgeries, ultrasound diagnosis, and medical reports analysis. Possesses a natural love for animals, great client service skills and a readiness to work around the clock.

- Can be called Profile, Summary, or Professional Summary
- Gives overview and detail of who you are and what you have to offer
- Makes the reader want to learn more

# Profile Statements

- Goal-oriented DVM student with broad experiences in small animal medicine, exotics, and shelter medicine. Fluent in Spanish and traveled abroad to conduct research. Keen insight into managing client relationships. Willing to work a flexible schedule and open to relocation.
- Energetic, professional DVM ready for a dynamic position in equine medicine. Gained considerable knowledge through vigorous education, externships and senior rotations in the large animal stream.

# Education

## Education

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**Doctor of Veterinary Medicine**

June 2018

*University of California, Davis*

**Bachelor of Science in Animal Science**

May 2014

*University of California, San Diego*

- DVM, Undergraduate, Community College
- Graduation Date (Month Year or Class of)
- Study Abroad

# Qualifications

*\* Optional section; If you also have a “profile”, make sure your “qualifications” are more detailed.*

## QUALIFICATIONS

- Passion for behavior medicine; skilled in handling aggression, anxiety, and compulsive behaviors.
  - Experience in dental cleanings, extractions, and other procedures.
  - Extensive client service background in small animal and large animal practices.
  - Background in research and teaching.
- 
- Summary of accomplishments/skills/interests
  - Showcases what makes you stand out
  - Makes the reader want to see where you gained the skills
  - Can be easily altered to fit different positions

# The “Power” of Section Titles

\* Optional to break up or highlight related skills and experiences for the desired position.

## “Veterinary Experience” or...

- Small Animal Experience
- Equine Experience
- Exotic Experience
- Shelter Medicine
- Externships
- International Experience
- Professional Experience



# CV Section Titles/Content

## Research Experience

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**Lab Assistant** – Canine Genetics Laboratory

May 2013 – Aug 2014

SCHOOL OF VETERINARY MEDICINE, UNIVERSITY OF CALIFORNIA, DAVIS

- Advisors: Dr. John Smith and Dr. Laurie Anderson
- Assisted in determining prevalence of dynamin 1 gene mutation in multiple dog breeds
- Built a database and for canine samples submitted for Exercise Induced Collapse (EIC) genetic testing

- Research Experience
- Teaching Experience
- Publications
- Presentations/Posters

# Experience

- **List Chronologically**

List experiences chronologically with most recent first within each category/heading.

- **Use Action Words**

- **Present/Past Tense**

Past jobs in past tense – present job in present tense.

- **Practices/Organizations Bold (usually)**

Often titles are fairly similar. If you have interesting titles, then you might switch and have your titles bold to stand out.

- **City, State**

List only city and state (no addresses or bosses name and contact info. That is for the reference page which is a SEPARATE page).

- **Include Dates**

Usually best on the right side of the resume (this is because the employer is more interested in your titles and companies and duties, not that you worked for one summer or 6 months).



# Experience

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## VETERINARY EXPERIENCE

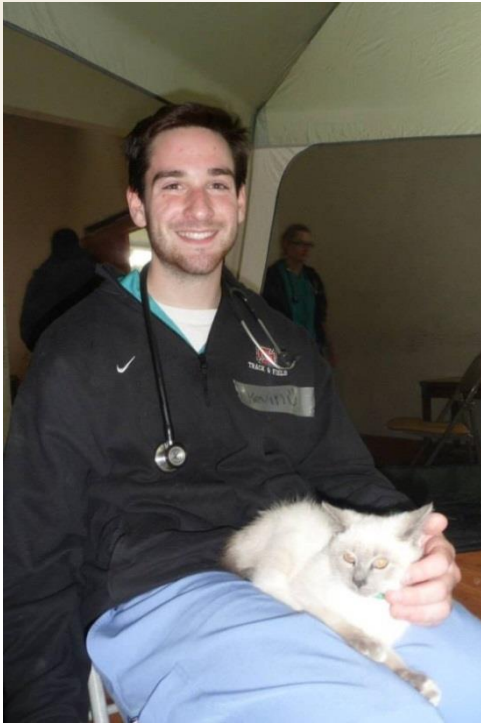
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### SMALL ANIMAL EXTERN

**Sacramento Veterinary Hospital, Sacramento, CA**

June 2015 – August 2015

- Assist veterinary staff with exams, vaccinations, anesthetic procedures, and surgery.
- Perform dental cleanings and in house diagnostic testing; administer medications.
- Provide grief counseling to clients considering euthanasia.



- Showcase your skills – what did you do, observe, assist with?
- Volunteer/Externships  
You don't have to separate out volunteer in a different section unless you want to. Usually many of your experiences are as a volunteer. DO include externships!
- Do you list all of our jobs?  
Often times the answer is "yes" to showcase your work ethic. You can put in another section called "Additional Experience" and not include descriptions, but include dates.



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# Additional Experience

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## ADDITIONAL EXPERIENCE

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### **Lab Assistant**

*United Diagnostics Laboratory, Los Angeles CA*

June 2012 – August 2013

### **Cashier**

*Big 5 Sporting Goods, Berkeley CA*

February 2010 – June 2012

An additional experience section is helpful for several reasons.

1. You might not have enough space on your resume to list everything.
2. Great to show a strong history of work ethic.
3. Can showcase other experiences besides veterinary medicine.

However, in this section you wouldn't have to include bullet points of job descriptions as it's often self-explanatory, and you could talk in more detail about it if asked in an interview. You could, however, list bullet points of descriptions if you wanted to and had space to do so.

# Leadership/Involvement

## LEADERSHIP

**Josh Project Coordinator**

August 2015 – Present

### SCAVMA

- Recruit, train and manage 30 volunteers.
- Plan and oversee ten fundraising events throughout the year.
- Manage budget, purchase Josh Kits and report annual fundraising totals.
- Organize quarterly “Josh Days” at UC Davis Children’s Hospital.

- Employers expect to see this
- What to List (Undergraduate)?  
Only significant undergraduate involvement/leadership.
- Involvement vs. Leadership  
Be sure to list leadership titles/experiences as well as other involvement.
- Don’t always need explanations



# Honors/Awards/Scholarships/ Professional Organizations

- Can combine sections
- Choose wisely as often this section can be excluded

Some awards were throughout undergraduate education and might not have as much relevance now as we know you are "stellar" students. Some scholarship names aren't meaningful to employers.

- Don't always need explanations or dates

However, sometimes they are helpful to bring relevance to the reader for including them.





# Interests – A good thing?

Yes!

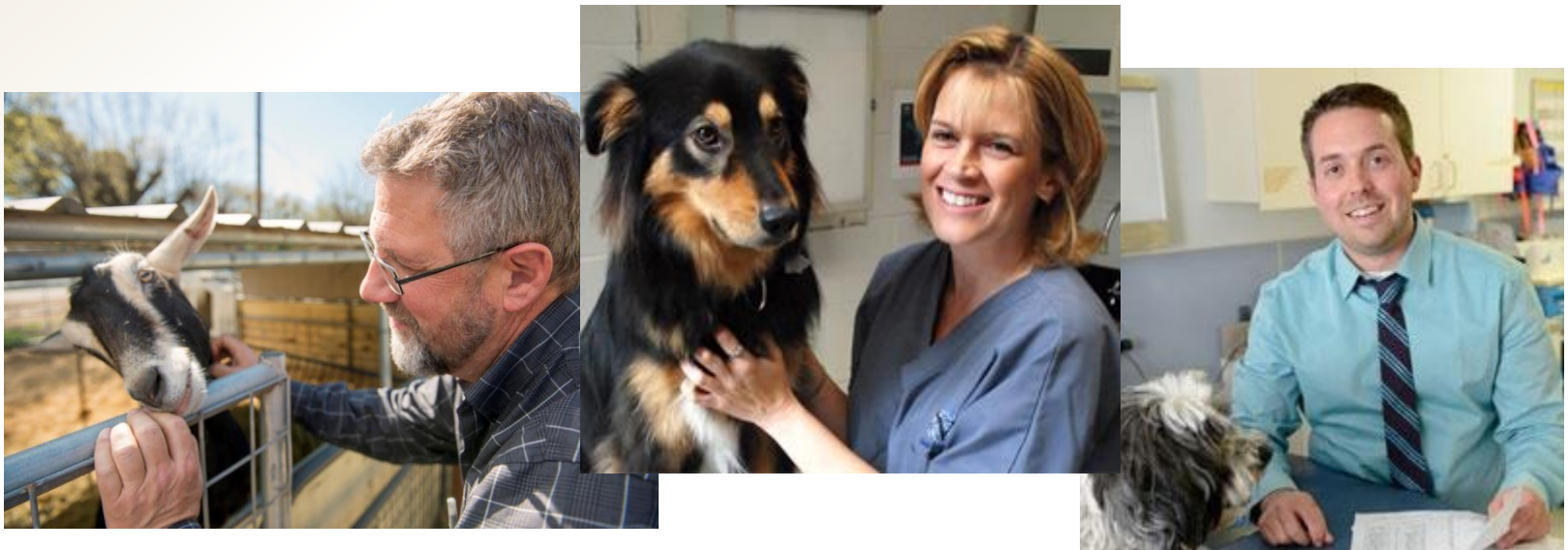
Listing a few interests helps explain to the employer “who you are” and gives you more of a personal feel. They show you have interests outside of veterinary medicine and help form connections.





# References

- Separate page
- Resume heading
- 3 - 4 qualified people
- Ask first & prepare them



# Reference Page

## William Howe

200 Sunny Drive • Davis, CA 95616  
530.200-3000 • howe@ucdavis.edu

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### REFERENCES

**Jane Smith, DVM**

Assistant Professor

Veterinary Medicine & Epidemiology Department

University of California, Davis

jsmith@ucdavis.edu

530.752-2000

- Use the same heading that is on your resume
- References available upon request – *Please do not put “references available upon request” at the bottom of the resume.*  
Employers know they can ask for your references if they want them.
- 3-4 qualified people  
You should be able to supply 3-4 qualified people. ASK FIRST - Make sure to contact these people in advance before listing them as a reference. Also, send them a current resume that they can refer to.



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# Resume/CV Critiques

- **Email Janel – [jalang@ucdavis.edu](mailto:jalang@ucdavis.edu)**
  - Include available days/times or if you prefer to do it virtually
  - Give background about what you are using your resume/CV for
  - Attach current resume/CV



**Schalm 176**  
**Across from Scrubs**

# Cover Letters/ Letters of Intent



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# Basic Guidelines

- 1 page (3-4 paragraphs); 12 point font; 1 inch borders; business letter block-style format
- Heading on top, same as on resume
- Have someone proofread; know which letter you sent  
Check for spelling, grammar and punctuation – mistakes could cost you the job. Be sure to not use words over and over (i.e. Creative, knowledgeable, too many "I"s).
- Print on resume paper  
24 lb.
- Can use same cover letter format for multiple jobs, but you **must change each one to match the position**

# Make Yourself Stand Out

- Address to **specific person**

Rather than “To Whom It May Concern” or a department. If sending to a department, write which one or use the practice name. Use a colon after the salutation.

- State **why** you are interested

- **Elaborate** on your work experiences and related skills

- Show your personality – what you are passionate about

- Emphasize **involvement** and **leadership** skills

- Make sure you cover **all required qualifications** in either your resume and/or cover letter

# Cover Letter – Format & Content

- **Heading** - date, contact person, Dear (contact name):
- **First Paragraph** - introduce yourself, where you heard about the position, and why you're applying. Research the practice and add something specific about why you feel you are a good fit.
- **Body Paragraphs** - explain your education and experiences (in detail, with expression, and relate to the position).
- **Closing Paragraph** - Refer to your resume, state final details (willing to work weekends, etc.), you look forward to hearing back, and thank them for their time and consideration.
- **Ending** – Sincerely/Best regards, signature, typed name



Good luck **building, updating or perfecting** your resume/CV, reference page, and cover letter/letter of intent – it will be time well spent!

