

# THE JOB SEARCH RESUMES & CVs

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**UNM**

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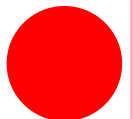
# AGENDA

- Strategies & Tips
  - Curriculum Vitae (CV)
  - Resume
  - Academic Job Search
  - Non-Academic Job Search



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# CV vs RESUME

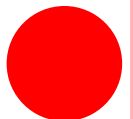


## CV

- Used primarily in academia (teaching, research, administration , consulting)
- In-depth written account of education, experience and achievements
- Often several pages in length

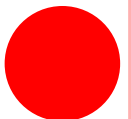
## Resume

- Generally more focused on employment history than academic background
- One to two pages in length



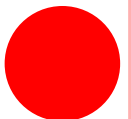
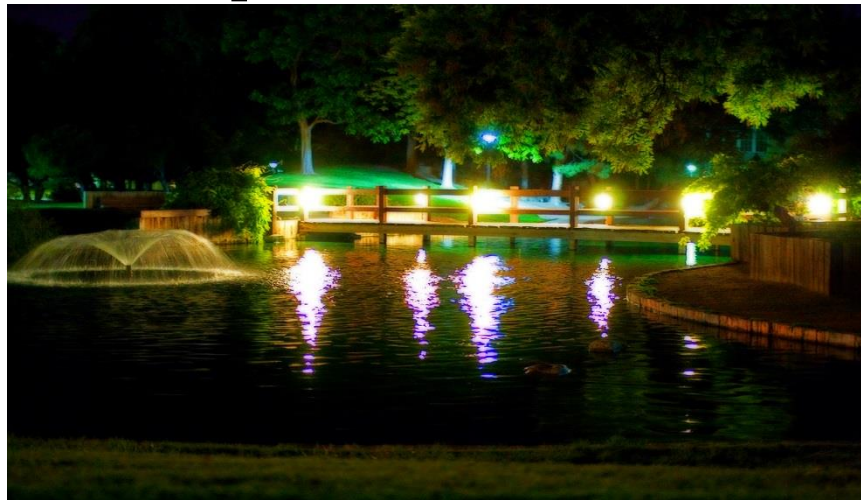
# A MARKETING TOOL

- Think of all the advertisements you see on a daily basis
- Which ones stand out?
- Why?
  - Speaking to a specific need
  - Which ones stand out?
- Buyer & Seller relationship
- Puzzle piece fit
- Employer/organization has a problem...you are the solution



# COMMUNICATION IS KEY

- Tailor message to “buyer”
  - Teaching vs. Research
- Speak to their “needs”
- Puzzle Piece fit
- Make their job easy
- Relevance of implied communication



# CURRICULUM VITAE (CV)

- Education
- Dissertation or Thesis
- Honors and Awards
- Certification/Licensure
- Endorsements
- Courses Taught/ Teaching Experience
- Lab Experience
- Professional Experience
- Languages
- Professional Associations/ Memberships
- Publications
- Presentations
- Research
- Community Involvement
- Educational Travel
- Academic Service
- Qualifications and Skills
- Grants Received



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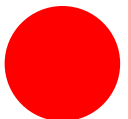
# CV TIPS

- Typically 20-30 seconds of scanning by reader
  - Speak to a specific need
- Organization
  - Highlights what is relevant
  - Make their job easy
- Clarity
  - Inviting. Simple font, bold, italics.
- Consistency



# RESUME

- Used in non-academic (corporate, etc.) setting
- Purpose of resume? Get Job? Get Interview?
- Pass the 5-10 second test?
- Tailor to job description (key words, etc.)
- Tie academic experience into match for job
  - Example: research skills developed in studies would translate well into Financial Advisor career (researching the market and clients' financial position). Why? How?
- Highlight achievements/personal impact (\$, #, %)
- Utilize resources and invest time





# COVER LETTER

- Show recruiter that you are serious
- Differentiate self
- Build strong / positive brand image quick
- Usually first thing seen in application
- Sets tone (implied communication)



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# THE JOB SEARCH

## Traditional

- Job Boards (Monst, CB, Indeed, LCC)
- Direct Job Postings
- Career Fairs
- Recruiters (HH)
- Low % of jobs

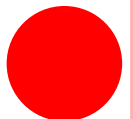
## Enhanced

- “Hidden” job market
- Strategic approach to networking (genuine relationships)
- Initiate contact w/organizations
- High % of jobs



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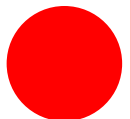
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# JOB SEARCH TIPS

- Approach networking strategically
- Build system to track names (discussion points, follow up, etc.). *“Same system can be used when applying to jobs”*
- Example:

Goal= 5/month	Name	Source	Meeting	Notes	Action item
	1 Doe, John	UNM Professor	coffee in SUB	discussed career goals and available resources	send thank you, email follow up
	2 Smith, Jane	Networking Event	at Networking Event	discussed industry. Daughter applying to UNM	send thank you. Invite to coffee
	3 LinkedIn Inmail?				
	4?				
	5?				



**WE CAN HELP!**

# **UNM Office of Career Services**

**[www.career.unm.edu](http://www.career.unm.edu)**

**Make an appointment by calling**

**277-2531**

**Or stop in for walk-in hours**

**(posted online)**



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