Capitalizing on Experience:
How to Write the Resume/CV

Task 2.2

Resume vs. Curriculum Vitae (CV)

- Showcases competence: work history, accomplishments, etc.

- Used for practically any job

- Typically concise (one page)

- Showcases credentials: certifications, research, affiliations, etc.

- Used for academic, scientific, and medical jobs

- Typically detailed (several pages long)

Pre Task Activity

What should be
included in a CV?

Task Goal

Write an effective CV using professional English.

1. Write the CV
2. Format the CV
3. Share the CV

1. Write the CV

- **Personal Information** (name, email, phone number)
- **Education** *reverse chronological (institution, program, degree, year)
- **Relevant Experience** (research, teaching, or administrative)
- **Presentations** (title, conference, location, date, description)
- **Publications** (bibliographic [APA, MLA, Chicago] citations)
- **References** *3-5 (name, title, contact info)

2. Format the CV

Format, and then give to your partner to edit.

3. Share the CV

Upload your CVs to the shared Google folder.

Notes

What experience do you want to gain to improve your CV?

Independent vs. Dependent Clauses

Independent:
I have a degree in Chemistry

Dependent:
While I have a degree in Chemistry
Because I have a degree in Chemistry

Coordinating Complete Sentences

We have three methods of joining independent clauses to produce compound sentences:

(1) using **coordinating conjunctions**
(2) using the **semicolon**, either with or without conjunctive adverbs
(3) for limited situations, using the **colon**.

Coordinating Complete Sentences

Examples:

(1) **coordinating conjunctions**
        I have a degree in Chemistry, and I graduated with honors.
(2) **semicolon**
        I have a degree in Chemistry; I graduated with honors.
(3) **colon**
        I have a degree in Chemistry: I graduated with honors.

Coordinating Conjunctions (Option 1)

Note that the punctuation rule that applies to the compound sentence differs from the rule regarding internal coordinate constructions. Between the sentences in a compound sentence we do use a comma with the conjunction; between the parts of a coordinate structure within the sentence we do not.

Ex: <u>I watched</u> T.V and folded the clothes.
Ex: <u>I watched T.V.</u>, but <u>I didn't</u> finish the show.

The most common coordinating conjunctions are: **and, or, but, so, yet**

Coordinating Conjunctions Practice

1. Pete sanded the car on Friday and painted it with undercoating on Saturday.

2. The car's new paint job looks awesome now but the car will be covered with rust and scratches and dents before winter is over.

3. He spent a fortune on new tires shock absorbers and brake linings for the car last week.

4. The 1959 Chevy that his grandfather had required very little maintenance and no major repairs during the 10 or more years he drove it.

5. He has decided to park his car until gas prices go down so he'll have to ride his bicycle instead.

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Exit Ticket 2.2