CURRICULUM VITAE (CVS) AND COVER LETTER WRITING WORKSHOP

TEACHERS COLLEGE CAREER SERVICES (TCCS)
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AGENDA

- CVs & Cover Letters - The Basics
- CVs 101
- Formatting Guidelines
- The Sections of a CV
- Accomplishments Statements/Action + Results
- Cover Letters
- Final Thoughts
- TCCS Resources

CVS & COVER LETTERS- THE BASICS

- **Include information that is relevant to the needs of the potential employer**
- **Introduction of your experiences, skills and accomplishments**
- **All correspondence must be professionally produced and easy to read**
- **Always submit both documents – unless otherwise noted**
- **Be honest – never lie or stretch the truth**

CVS 101

- **Self-marking tool**
- **Summary of your professional and academic life**
- **No page limitations (try to keep it to 3-5 pages)**
- **Keep the goal and audience in mind**
- **Be consistent in use of grammatical structure and style: find a proofreader!**

FORMATTING GUIDELINES

- **Be conscious of white space for readability purposes**
- **Margins should be .8-1 inch on all sides**
- **Font style must be consistent and should be 11-12 point size**
- **Bullet points are recommended to highlight your experiences and responsibilities**
- **Use the flexibility of headings/categories to market your strengths**
- **If you have multiple pages, list your full name, email address, phone # and page number in the header/footer on subsequent pages**

THE SECTIONS OF A CV

- **Contact information - don't include personal information (e.g., marital status)**
- **Education (include: major, degree, and anticipated date of graduation)**
  - **How to write your education**
    - **Current doctoral students - Doctoral Student in (name of program)**
    - **M.Phil or Fully Certified – Doctoral Candidate in (name of program)**
  - **Titles of theses and dissertations**
  - **Name of Advisor(s)**
  - **Awards and honors received - (can be listed as a separate section)**
  - **License (if applicable)**
  - **Languages (if fluent or bilingual, include sign-language)**

THE SECTIONS OF A CV (CONT.)

- **Experience**
  - **Title, name of organization, city & state, and dates of employment**
  - **Separate by category – the order depends on the type of job you seek**
    - **Professional Experience**
    - **Research Experience – include your supervisor's name and a brief description of your research/study**
    - **Teaching Experience**
    - **Clinical Experience**

THE SECTIONS OF A CV (CONT.)

- **<u>Grants and Fellowships</u>**
  - **Grants received**
  - **Grants written, but not funded (used by students/young professionals)**

<u>Example</u>

Small Grants Division, National Institute of Mental Health, #MH36998-03, Social Skills Training for Sexual Deviants, $10,000, 1986-1987. E.Z.Dozit, Principal Investigator.

THE SECTIONS OF A CV (CONT.)

- **Presentations and Publications**
  - **List presentations and publications under separate category**
  - **If a presentation or publication is "in progress" say so**
  - **If a presentation or publication is submitted but not yet accepted, say so**
  - **Start with the most recent**
  - **Use APA format, except use single-spacing**

THE SECTIONS OF A CV (CONT.)

- **Presentations and Publications (cont.)**

Examples

- **Presentations**
  Landrum. R. E. & Murdnal, C. (2003, April). *When the spelling of a name is reversed: Does Anyone Notice?* Poster presented a the meeting of the Rocky Mountain Psychological Association, Reno N.V

- **Publication**
  Smith, T., & Murdnal, C. (2004). Assigning the appropriate (high) value to reaching. *College Student Journal*, 49, 521-529

- **Manuscript in Preparation**
  Murdnal, C. (2005). *Students views on the balance between teaching and research*. Manuscript in preparation

THE SECTIONS OF A CV (CONT.)

- **Volunteer Activities**
  Include volunteer activities that do not directly relate to the position one seeks
- **Professional Activities**
  Include Continued Education, Professional Workshops, Conferences, and/or Clinical Training
- **Professional Organizations**
  Include type of membership
- **Professional Qualifications**
  Certifications and Computer Skills
- **References available upon request**
  (on a separate sheet of paper)

HOW TO WRITE ACCOMPLISHMENT STATEMENTS

- **Write in the action + result format**
- **Quantify! Use an exact figure whenever you can**
- **Summary of your background, skills, and accomplishments**
- **Elaborate on your experiences in detail**
- **List statements in descending order of relevancy**
- **Write current positions in present tense and former positions in past tense**

ACTION + RESULT FORMAT

- **The action word + result format tells employers not only WHAT you did at a certain job, but also WHY or HOW you did it**

- **You can use the words "to" or "by" to indicate you are transitioning from the action to the result**

ACCOMPLISHMENT STATEMENT EXAMPLES

Situation/Problem: Students are dropping out of school

Your action: Counsel and mentor students

Result: decrease drop-out rate by 50%

Action + result statement: Counsel and mentor students in a Level 12 facility in the areas of anger management, impulse control, and problem solving techniques resulting in a 50% decrease in student drop out rate, improved self-esteem and behavior among peers

Situation/Problem: Confusion among departments

Your action: Spoke with staff to identify problems; determined lack of communication was an issue

Result: Create newsletter for all staff to keep them informed of company developments; staff reported feeling included and informed

Action + result statement: Investigated departmental confusion through interviews and email inquiry and implemented company newsletter to improve communication among staff

COVER LETTERS

- **Letter of introduction**
- **Make it personal**
- **Customize it for each employer**
- **State why you are interested in the company, what you have to offer, and how you can contribute**
- **You will be judged by the quality of your letters**
- **Length: one page MAX, unless otherwise specified**

COVER LETTERS (CONT.)

- **Format (3 paragraphs)**
  - **Opening Paragraph**
    - **Job you are applying for**
    - **How you learned about the organization and position**
    - **Degree, graduate school, license/certification**
  - **2nd Paragraph (several short sentences)**
    - **Introduce your overall areas of expertise**
    - **State your qualifications - provide examples that relate to the position you seek**
  - **3rd Paragraph**
    - **Two or three skills and how the population will benefit**
    - **Thank the employer for his/her time**
    - **Provide contact information**
    - **Available for questions**

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2 spaces
Date

4 spaces
Name
Title
Organization
Street Address or PO Box #
City, State, Zip Code
1 space
Dear Mr./Ms_____:
1 space
1st Paragraph: State why you are writing by identify the position, field or general area of your inquiry. Tell how you heard of the opening or organization. Be specific: tell them that the job was listed on TCCS LINK. If you were referred by someone, include that persons first and last name. Let the employer know the degree you will receive or received, the graduate school you attend or attended, the type of license/certification you will be eligible for or have, and that your resume is attached.

2nd Paragraph: Include a sentence that introduces your overall areas of expertise which illustrates that you are qualified for this position (this sentence can also be included as the closing sentence of your first paragraph). Indicate why you are particularly suited for this company and this job by looking at the job description. Highlight your relevant achievements and qualifications. Elaborate on key points from your resume without repeating your resume word-for-word. Be specific by providing examples from your current and/or past experience, volunteer experience, academic, or training. Avoid “I feel" and "I believe” phrases.

3rd Paragraph: Include two or three of your skills that relate to the position and how the population will benefit from these skills. Let the employer know that you are available for questions about your background and experience. Thank the employer for his/her consideration. Include your phone number and email address (same contact information listed on your resume)

2 spaces
Sincerely,

3 spaces
Your Name Typed

FINAL THOUGHTS

- **Several versions of your CV**
- **What not to include (photo, personal information)**
- **Tell the truth (don't pad your CV)**
- **Have your CV reviewed before submission**
  - **Is it cluttered?**
  - **Spelling, grammar, and punctuation perfect?**
  - **Professional and polished?**
  - **Format and fonts consistent?**

TCCS RESOURCES

- TCCS LINK (Register today on My TC Portal!!)
  - Resource Library
  - Personal Events Calendar
  - Alumni Mentoring & Career Networking Program
  - Announcements
- TCCS Weekly & Alumni Listserv & Teacher Prep Listserv
- TCCS on My TC Portal
  - Vault, Wetfeet, & Going Global
  - Online Career Development Resources
- Resume/Curriculum Vitae/Cover Letter Review Service
- Career Counseling (Call 212.678.3140 to set up an appointment)
- Online Workshops (located on the Resource Library on TCCS LINK)
- Walk-ins
- TCCS Website Resource Section
  - Career Development Resources (Identify Career Goals, Job Search, Interview & Salary Tips)
  - Resume/Curriculum Vitae/Cover Letter Guides & Samples
  - Social Media Guides (LinkedIn, Facebook & Twitter)
  - Resources by Industry & Interest Group
  - TCCS Library
  - TCCS Brochure
- TCCS Library
- Mock Interviews
- Interfolio, Inc