COMPILING WORK SEARCH DOCUMENTS

3 BIG IDEAS

CVs represent your "life story" including **all** professional experiences typically for academic roles

Resumes are brief summaries of relevant professional experiences typically for industry roles

Both CVs and resumes need to be targeted to demonstrate your fit

2 WAYS TO PUT THIS INTO PRACTICE

Create a "master" document, which includes your full educational / employment history and other relevant skills and accomplishments, which you can use to customize your application package

Review job advertisements thoroughly to understand application requirements, institutional priorities, and workplace environment

1 NEXT STEP

Find a job advertisement that interests you and assess your suitability for the position (feel free to use AI-based tools)

Identify how you may need to customize your application package to demonstrate your fit and value, and to overcome barrier (e.g., employment gaps)

ADDITIONAL RESOURCES

Niles, S., Amundson, N., Neault, R., & Yoon, H. J., (2021). *Career flow and development: Hope in action*. *Cognella*.

Pickerell, D., & Borgen, R. (2023). *Optimizing career engagement. A guide for enhancing careers and other life roles*. Cognella.

10 Considerations for Your CV

10 CV Issues for Academics

10 Steps to Targetting a Resume or CV

10 Tips for Crafting Compelling Resumes

10 Tips to Showcase Your Transferable Skills

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