CV TO RESUME GUIDE

Applying for placements and graduate roles in the USA
You should be tailoring your CV to each position you are applying for, but you may not be aware, that this is also true when applying for positions in different countries as well. Your CV should be used when applying for roles in the UK, Ireland, Canada and Australia.

When applying for a job in the USA, it is important to convert your two-page CV to a one-page resume to ensure that your application adheres to US requirements and is tailored to impress American recruiters and employers.

A resume is a concise document typically not longer than one page as the intended the reader will not dwell on your document for very long. The goal of a resume is to make an individual stand out from the competition. Your resume should be easy to read, summarise your key accomplishments and skills, and highlight relevant experience linked to the position you are applying for.

<u>**Key Headings for Your Resume**</u>

1. **Personal Details**
   Include your name, address, mobile number (including international dialling code) and your personal email address. Make sure your name stands out. Put it in bold or a larger font than the rest of your resume and place it at the top of the page.

2. **Summary**
   Outline your objective for this applying for this specific position and how you can fulfil the duties of the position *e.g. Energetic and committed Year 2 student working towards **BSc in Business Studies and Advertising** at Ulster University, aiming to use my knowledge of advertising, PR and research skills to fulfil the role of Marketing Intern.*

3. **Core Competencies**
   Core competencies on a resume are your technical skills that relate to the position you are applying for. They should be listed in bullet points – not sentences e.g. Application Programming, Database Design, AutoCAD, Digital Marketing

4. **Relevant Work Experience**
   The work experience section will probably take up the bulk of the space on your resume and should focus on sector specific roles. Include your job title, the name of

the company, the town / city and duration of your employment (no need for full postal address), outlining in bullet points your key role and responsibilities.

5. **Education**

UK Classificati	UK %	US Grade	US GPA
First	70-100	A	4
Upper second	60-69	B+/B	3.0-3.33
Lower second	54-59	B/B-	2.67-3.0
Third	42-53	C	2.0
Pass	38-41	D	1.0
Fail	0-37	F	0

List the full title of your Ulster University degree and campus address. You should also list modules completed to date, exam results and any modules with results pending. Remember that in the UK we use percentages and the USA use grade point average (GPA).

Take the average of your module results in percentage terms and describe your equivalent grade: *"Across my first-year modules I maintained an average B+ grade."*

6. **Skills Profile**
Soft skills are very valuable and should be included on your resume. Look through the job description and see if any specific soft skills are mentioned e.g. problem solving, creativity, communication, time management, leadership. Make sure you back up any statements regarding your skills profile with evidence of how you have developed this skill whether through sports, volunteering or other extra-curricular activities.

7. **Hobbies / Interest**
A lot of US employers seek to recruit students and graduates that will fit in with their work culture. Selecting examples of hobbies for your resume is about choosing what aspects of your personality you want to emphasise and communicate to employers.

- Individual Sports (Marathon Running) - You're dedicated, committed and enjoy challenges
- Team Sports (Basketball) - You excel at teamwork and have leadership skills
- Extreme Sports (Motocross) – A risk taker
- Tech Hobbies (Computing) - Tech savvy, an analytical thinker with problem-solving skills
- Social Hobbies (Volunteering) - You are socially responsible, communicate well and connect with others

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Tips for Presenting Your Resume

- Your resume should be visually enticing and professionally presented
- There is uniformity and consistency in the use of italics, capital letters, bullets, boldface, and underlining. Avoid fancy fonts, exotic colored paper, photographs and graphics!
- There are absolutely **no errors**
- Use accurate words, varying long sentences with short punchy sentences
- Streamline your document. Use clear and concise formatting
- Keep your resume brief – remember, **one page only**
- Dates: The American format is month/day/year (i.e. 11/30/98)
- Do not use abbreviations

And your cover letter?
As is practice in the UK, your resume should be accompanied by a cover letter to introduce yourself, outlining how you meet the criteria outlined in the job description and to expand on points not contained in your resume.
If you would like your resume and cover letter proofed before submitting to a US employer, just call in to see one of our Employability Advisors in the **Employability & Careers Hub.**

What not to put on a Resume

- The word 'Resume' at the top of the document
- Salary information
- Reasons for leaving jobs
- A 'Personal' section, or personal statistics
- Names of previous supervisors
- References
- A photo of yourself