

Further Education Series: Resumés and CVs for Post-Graduate Applications

Regardless of whether you are asked for a CV or a resumé, selection committees really just want to see how your research and experiences outside the classroom have prepared you for the rigours of their programs and professions. The format isn't much different from a resumé, but here are some suggestions as to what to put in the various sections you choose to include. Remember - items in each section should be listed in reverse chronological order. Other than the Education, it is up to you to determine which section best foreground your suitability to each program to which you apply.

Education

- This section will always come first - just under your name and address
- Don't include high school.
- If you have less than three awards or scholarships, place them in bullets under the degree/diploma in which you received them. A list of three or more could be placed in a separate 'Scholarships and Awards' section.
- Don't list courses - they will be listed on your transcripts.

My CV/Resumé:

Related Research

- Describe research projects and essays that lay the knowledge base(s) on which you want to grow in your post graduate program.
- Outline the focus of each paper, the research methodologies and/or theories you used and what your outcomes were, including the grade you received.
- The more detail you put here, the less you will need to put in your personal statement.

My CV/Resumé:

Related Experience/Research Experience

- Include volunteer and paid experiences, on and off campus where you acquired knowledge and skills relevant to your field of study.
- Rename this section if appropriate to highlight type of experience e.g. 'Community Development Experience'.
- Avoid self-assessment e.g. 'demonstrated excellent communication skills'. Instead focus on transferable knowledge and abilities e.g. "Interview prospective research subjects followed ethics-approved protocols".
- Omit extraneous details about your job duties.

My CV/Resumé:

Additional Experience

- Listing casual employment shows you ability to manage your academic and financial priorities. They can be listed with just the position, company, and dates but not job details at the end of your cv or resumé.

My CV/Resumé:

Other Sections

- Depending on your background and the program you have selected, other categories may be needed to highlight your suitability. e.g languages, publications, presentations.

My CV/Resumé:
