

POWERFUL RESUME/CV WRITING

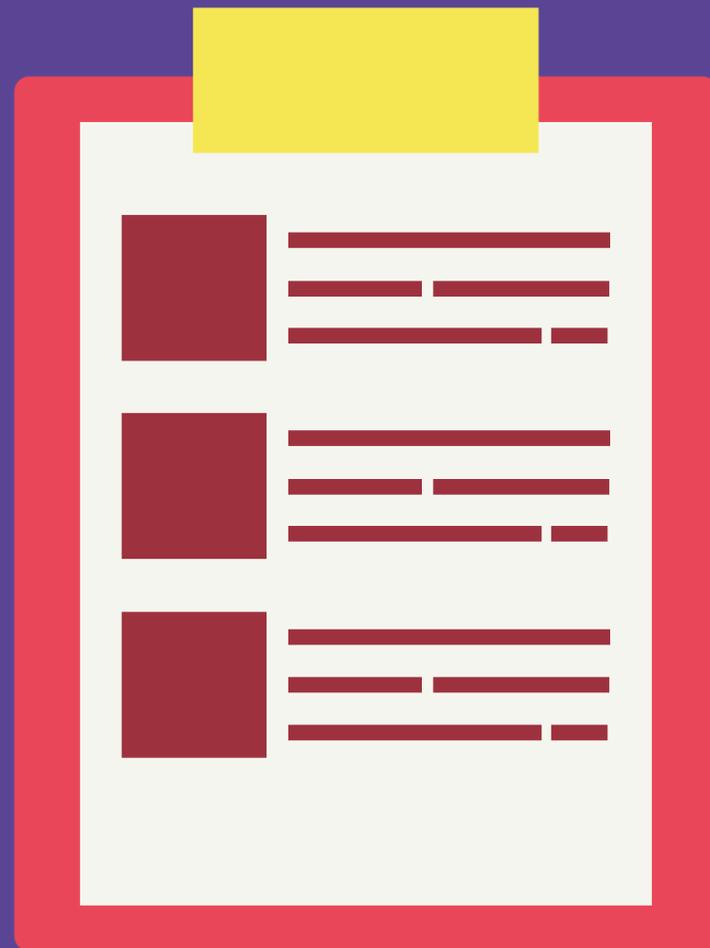
PUTTING THE PIECES TOGETHER



RESUME VS CV

WHAT'S THE DIFFERENCE

OFTEN THE WORDS ARE USED INTERCHANGEABLY WITH THE DOCUMENT FORMAT BEING SIMILAR



R

One or two page summary of education, skills and experience. Term used in undergraduate study and business fields.

CV

A longer and more detailed synopsis including research, teaching and publications. Term used in graduate/professional schools, science fields and for faculty in higher education.

Often DVM students have a hybrid document - length of a resume, but some aspects of a CV.

"YOU NEVER GET A SECOND CHANCE TO MAKE A FIRST IMPRESSION"

MAKE SURE YOUR RESUME/CV REPRESENTS YOU WELL!

- SHOWCASE YOUR SKILLS AND EXPERIENCES
- LAYOUT SHOULD BE EASY TO READ
- KEEP THE FORMAT CONSISTENT*
- COVER THE REQUIREMENTS FOR THE JOB
- ELIMINATE SPELLING & GRAMMATICAL ERRORS



*All titles and places of employment should be in the same position and same type of font throughout the document (i.e. if titles are listed on top in italic and places of employment on the next line in bold, then they should be consistent throughout). The other sections (i.e. Education, Leadership, etc.) should follow the same format as well. This makes it easy for the employer to read.

LET'S BREAK IT DOWN

- **HEADER**
- **EDUCATION**
- **SECTION TITLES**
- **OBJECTIVE/PROFILE/QUALIFICATIONS**
- **EXPERIENCE**
- **LEADERSHIP/INVOLVEMENT**
- **HONORS/AWARDS/SCHOLARSHIPS**
- **INTERESTS**
- **REFERENCES**



MAKE YOUR HEADER UNIQUE BUT CONSIDER THESE THINGS



NAME

Large and bold font; 18-22pt.



CONTACT INFO.

Include phone number and email (no need to put Email: and Phone:); address is optional.
Font is the size of resume text 11-12pt.



LINKEDIN

Consider adding your LinkedIn URL (personalizing and shortening the link is recommended).

EDUCATION

AN ASPIRING DVM



1. List Doctor of Veterinary Medicine first, then undergraduate degree and then AA degree/community college (if applicable).
2. List graduation month and year or Class of (can leave off "expected" or "anticipated").
3. Include study abroad.
4. Can list gpa as a bullet, add graduated with honors or list the distinction (can do this in parenthesis and italics next to the degree). To add or not to add gpa or class rank is a personal decision.

THE POWER OF SECTION TITLES

BE CREATIVE AND USE THEM
TO YOUR ADVANTAGE

- **VETERINARY EXPERIENCE**
- **SMALL ANIMAL EXPERIENCE**
- **LARGE ANIMAL EXPERIENCE**
- **WILDLIFE/SHELTER MEDICINE/EQUINE (YOU GET THE IDEA)**
- **RESEARCH**
- **PUBLICATIONS**
- **ADDITIONAL EXPERIENCE (MORE ON THIS LATER)**

**SOME ITEMS
UP FOR
DISCUSSION
TO INCLUDE OR
NOT TO INCLUDE -
THAT IS THE
QUESTION...AND IT'S
UP TO YOU!**

OBJECTIVE

Brief and specific statement outlining the type of employment one is seeking or applying for. Can be good for career fairs, but not necessary when a cover letter/letter of intent is required (these terms are also used interchangeably).

PROFILE

Highlights strengths, skills, experiences and/or interests that one has to offer an employer. Gives an overview of who you are and how you would be a good fit. Can also include goals.

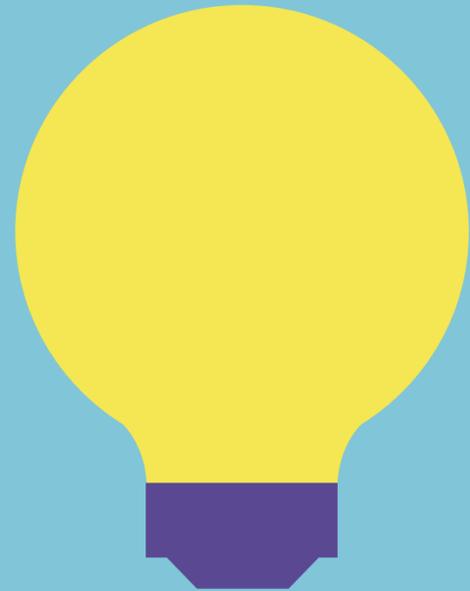
QUALIFICATIONS/SKILLS

Summary of skills and accomplishments. Can include trainings and certifications as well. Section is usually listed after the Education section in bulleted format. This section is also helpful when tailoring resumes to specific positions.

LOOK AT THESE EXAMPLES

OBJECTIVE

Seeking a small animal position in northern California with diverse surgery and emergency opportunities. Appreciate a commitment to mentorship to strengthen my clinical and communication skills as I prove to be an asset to clients, patients and the practice.



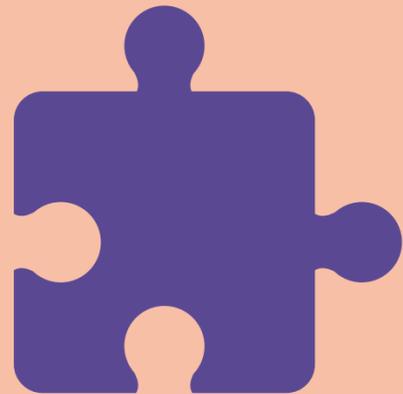
QUALIFICATIONS

- Passion for behavioral medicine; skilled in handling aggression, anxiety and compulsive behaviors.
- Experienced in dental cleanings, extractions, and other procedures.
- Extensive client service background in small animal and large animal practices.
- Background in research and teaching.
- Fear Free Certified.

MORE EXAMPLES PROFILE

Goal-oriented DVM student with broad experiences in small animal and shelter medicine. Fluent in Spanish and traveled abroad to conduct research. Keen insight into managing client relationships. Willing to work a flexible schedule and open to relocation.

Passionate, motivated May 2023 graduate with experience in equine and mixed animal medicine. Enjoy working with a team, but very capable and comfortable to work independently. Strong work ethic and desire to continue to learn while always putting patients and clients first .



EXPERIENCE



**REMEMBER TO OMIT PRONOUNS
IN DESCRIPTIONS!**

**USE ACTION WORDS TO
START DESCRIPTIONS**

**PRESENT TENSE FOR
PRESENT POSITIONS
AND PAST TENSE FOR
PAST POSITIONS**

ADD CITY, ST

**LIST IN REVERSE
CHRONOLOGICAL ORDER
MOST RECENT EXPERIENCE FIRST**

**SHOWCASE YOUR SKILLS AND
ACHIEVEMENTS**

**DATES JUSTIFIED ON THE RIGHT
WATCH SPACING AND BE
CONSISTENT WITH HYPENS/DASHES**



Really think about your experiences.

- What did you get to participate in?
- How did you make the practice or place of employment better?
- Did you work on a special project or develop a new skill?



ADDITIONAL EXPERIENCE SECTION

WHY IT'S USEFUL

1. Showcases strong work ethic.
2. Highlights transferable skills.
3. A place to include things that aren't as relevant or veterinary specific.
4. You might not have space to list everything on your resume and this allows you to have a section where you don't have to include descriptions. The titles and places of employment are enough to allow the employer to get an idea of what you did.



POPULAR QUESTIONS

AND HELPFUL ANSWERS

QUESTION

Does volunteer experience need to be in a separate section?

ANSWER

No, much of your experience will be volunteer, but it is relevant and can be listed under Experience with paid positions. However, if you didn't do it long or gain many skills you still could have a separate Volunteer or Community Service section.

QUESTION

Should I include references on my resume?

ANSWER

No, it is a separate document. No need to list "References available upon request" either! (More on this subject to come.)

QUESTION

Should I list all of my experiences (vet related or otherwise)?

ANSWER

Yes, usually. Employers like to see work ethic and where and when you began working. Exceptions might be babysitting, dog walking or lawn mowing :) Can also consider adding these in an Additional Experience section.

LEADERSHIP & INVOLVEMENT

EMPLOYERS LOVE TO SEE THIS!



CAN WE LIST
UNDERGRAD
?



Yes, but perhaps not back to high school unless significant.

HONORS/AWARDS/SCHOLARSHIPS

BE MINDFUL WHEN ADDING THESE AS SOMETIMES ENTRIES CAN BE INCLUDED IN EDUCATION OR EVEN EXCLUDED

1. No need to list the semesters on Dean's Honor Roll (that is often assumed since you made it to vet school). Consider including Graduated with honors/distinction in Education section.
2. It can also be assumed that you received scholarships and often scholarship names aren't very clear or meaningful to employers. However, some scholarships and awards are very related (or you can add descriptions) and this section can be a nice addition and even beneficial to your resume.
3. Don't always need explanations or dates; however sometimes they can be helpful and add necessary clarification and value.

INTERESTS - A GOOD THING?

ABSOLUTELY!

Employers get excited to see what your interests are outside of vet med. Then, in an interview, these can also be topics of conversation and help to make you memorable (as well as show that you care about work/life balance and your own wellbeing).



LAST MINUTE REMINDERS ON REFERENCES/REFERENCE PAGE

SEPARATE DOC



Use same header and format as your resume.

HOW MANY

Usually the employer will state, but 3-5 is customary.

WHAT TO INCLUDE



Name, title, place of employment, address or at least City, ST, phone number and email.

ASK

Ask references ahead of time. Share your resume with them. Feel free to inform them if you know references are being contacted. You can also give them knowledge of what the employer is seeking so that they can highlight your skills and experiences in a meaningful way.

GOOD FOR YOU - YOU MADE IT THROUGH!

TIME WELL SPENT ON YOUR CAREER!

YOUR JOB SEARCH WILL REAP THE
BENEFITS OF YOUR EFFORTS!

THE FUTURE IS YOURS!

