

# CV Guide

We recommend that you refer to the Student Employment and Career Centre's *Resume Guide* as a supplement to this guide when creating your CV. Many of the headings that are used in a resume are also used in a CV in addition to the below-mentioned sections.

Keep in mind that many colleges and universities require their faculty to follow a standardized CV format. In such cases, it is strongly recommended that you adhere to their guidelines. The University of Saskatchewan has a guideline for CVs which can be found at [www.usask.ca/vpfaculty/documents/Guidelines\\_UofS\\_Standardized\\_CV.pdf](http://www.usask.ca/vpfaculty/documents/Guidelines_UofS_Standardized_CV.pdf)

## What is a CV?

In Canada, the term curriculum vitae (CV) is used to reference a specific type of job search document that is used for the following: applying to graduate school, a medical position, an academic position (post-secondary teaching and/or research focused), and some performing and studio art positions.

It is not uncommon to hear the terms resume and CV used interchangeably but they are different documents. If an employer asks for a CV and you are not applying for one of the categories listed above, it is likely that a resume is required.

One of the biggest distinctions in the formatting of resumes and CVs is that in Canada resumes are usually 2-3 pages, while CVs can be multiple pages in length.

## Social Media and Your Job Search

- Review all of your social media accounts and privacy settings
- Consider creating a LinkedIn profile which allows you to upload your resume content and connect with professionals locally and around the world
- For tips on how to build a professional student LinkedIn profile check out Leverage LinkedIn [students.usask.ca/articles/linkedin.php](http://students.usask.ca/articles/linkedin.php)

# Checklist



## Know Yourself and Your Audience

- Can you comfortably articulate your values, knowledge, skills, abilities and interests as they relate to your job search documents?
- Did you perform an adequate amount of research on the prospective employer?

## Showcase Your Skills

- Did you take inventory of the broad range of skills you have and did you cross-reference those skills with what the employer is looking for in their job posting?
- Did you begin your bulleted achievement statements with action verbs?
- Were you mindful of creating achievement statements that demonstrate your skills rather than just listing descriptive adjectives (such as good communication skills) or job duties?
- Did you provide quantitative and/or qualitative details when possible? (This helps an employer to better understand the scope of your experience)

## Polish Your CV

- Is your CV concise? (While a resume is limited to 2-3 pages, CVs can include multiple pages)
- Have you reviewed your CV for spelling mistakes and grammatical errors?
- Did you prioritize your content by placing the most relevant information first?
- Did you organize your information in reverse chronological order?
- Did you present the most targeted information on the left side first (i.e. Job title(s) on the left, dates on the right)?
- Were you consistent with format, verb tense and font?
- Did you begin your achievement statements with bullets and action words?

## Include Your References

- Do you have at least three references who can attest to your work style, academic profile, and/or personal qualifications, and who have agreed to be a reference?
- Do your references reflect a cross-section of individuals who can attest to these strengths?
- If you choose not to include your references in your CV, be sure to bring your list of references and their contact information to the interview
- Once your CV is complete, provide a copy to each of your references

If you have a LinkedIn profile, be sure to include a link to it on your CV. LinkedIn is a great way to connect with employers and to search for jobs.

Begin with your most recent experience and work your way back (reverse chronological order).

## Curriculum Vitae (CV)

Keep in mind that a CV can be multiple pages in length (even though this example is only two pages long). Before beginning your CV, take inventory!

## Questions for Consideration:

### Applying to Graduate School

- What skills and experiences are the admissions committee looking for?
- What major assignments and/or projects have been completed in the subject area?
- Do you have involvement in associations/students clubs that are relevant and showcase your leadership and/or community involvement?
- Why are you passionate about the subject area?

### All other Applications

- How can you effectively showcase your knowledge, skills and abilities (competencies) to be selected for an interview?
- What are the specific industry keywords that employers are looking for?
- What skill sets did you develop in your previous research, teaching, work experience, artistic endeavours, volunteer and extracurricular experiences, that are needed for all the positions that you are applying to?
- What are your major accomplishments?
- Did you supervise, train or teach others?
- What particular value would you bring to an organization?

## ANITA CAREER

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### ACADEMIC CREDENTIALS

**Ph.D. in Women's Health, College of Kinesiology** September 2016 – present

University of Calgary, Calgary, AB  
Thesis: "Effects of sedentary lifestyle on women's perception of body image"

- Expected date of completion: December 2020

**Master of Science – Kinesiology** 2014

University of Saskatchewan, Saskatoon, SK  
Thesis: "Aboriginal women's traditional lifestyle and effects on body image perception amongst youth"

**Bachelor of Science – Kinesiology** 2012

University of Toronto, Toronto, ON  
• Exercise and Sport Studies – Fitness and Lifestyle Professional Stream

### RESEARCH INTERESTS

- Correlation between regular exercise and perception of body image amongst women
- Women's health in traditional Aboriginal communities
- Fitness trends amongst youth aged 11-17

### TEACHING EXPERIENCE

**Associate Instructor, Introduction to Exercise and Sport Studies** September 2014 – April 2015

Faculty of Kinesiology, University of Calgary, Calgary, AB  
• Facilitated a bi-weekly lecture series including a one-week volunteer experience requirement for 75 students  
• Designed and marked assignments and created final exam content

**Teaching Assistant, Foundations in Exercise** January – April 2014

College of Kinesiology, University of Saskatchewan, Saskatoon, SK  
• Assisted head professor in designing group project content  
• Liaised with exercise professionals in the community to organize volunteer opportunities for students

### PROFESSIONAL EXPERIENCE

**Athletic Development Director** June – August 2012

Camp Tanaka, Oshawa, ON  
• Created athletic program activities for ten day camps for children aged 5-12  
• Provided one-on-one support to campers with disabilities and provided modified activities to meet campers' needs

**Coordinator – Healthy Girls Program** January – June 2012

YWCA, Toronto, ON  
• Developed and managed the Healthy Girls Program targeting girls aged 9-11 in three inner-city schools  
• Managed a group of ten university volunteers who facilitated six hour-long sessions with groups of 20 girls; sessions focused on developing positive body image, exercise and healthy eating habits  
• Created a final report and recommendations presented to both the YWCA Board of Directors and the Public School Division Board of Directors

## Potential Sections to include in your CV:

- Education/Academic Credentials/Academic History** (includes thesis/dissertation/project title)
- Certifications/Designations** (non-academic credentials)
- Honours/Awards/Distinctions/Recognitions** (academic awards, medals, fellowships, scholarships, prizes)
- Research Interests/Teaching Interests** (reflective of your current competencies and future interests)
- Research/Research Experience** (current funded research projects, research assistantships, thesis, dissertation, postdoctoral fellowships)
- Research Funding History/Project Grant Information/Research Grants** (Categories: Senior Responsible Author, Principal Author, Co-Principal Author, Co-Investigator, Collaborator)
- Teaching Experience/Academic Work History/Academic Achievements/Teaching Dossier** (examples of scholarly work: teaching experience, instructorships, teaching assistantships, marker)
- Related/Supplementary Work Experience/Consulting Experience** (list all relevant work experience)
- Theses Supervised/Students Supervised** (ex. PhD, MSc, MA)
- Professional Practice/Professional Experience/Internships** (program evaluation, editorship, tenure/promotion review, development of curricula, manuscript review, grant review)
- Administrative Service/Faculty Appointments/Departmental and College Committees/University Committees and Boards/Academic Associations/Affiliations/Memberships/Associate Memberships**

## CONTINUED

### Potential Sections to include in your CV:

- **Graduate Student Committee/ Conference Organizer**
- **Intellectual Property** (Categories: Patents Granted/Pending, Copyright, Licenses, Disclosures, and Trademarks)
- **Artistic Exhibitions/ Performances/Works/ Compositions**
- **Languages** (level of reading, writing and oral fluency or competency)
- **Professional Organizations/ Memberships/ Advisory Committees/Research Groups**
- **Publications** (Sub-categories: Peer-reviewed, Non-peer reviewed, Works Submitted, Works in Progress, Reports, Technical Articles, Print, Social Media, Books, Chapters; use the editorial style that is associated with your discipline)
- **Conferences** (Sub-categories: Papers—both contributed and refereed, Posters, Presentations, Proceedings, Attended, Invited Lectures/Seminars)
- **Community Contributions/ Involvement** (both academic and non-academic)

### Should I include my extracurricular activities?

This is entirely up to you. For some people, it allows them to show a potential employer a more holistic view of themselves apart from their education and work experience.

This section can be subdivided into areas such as: interests (spare time or healthy lifestyle activities), commitments, community involvement (locally, provincially, regionally, nationally, internationally), athletic involvement, memberships (in student clubs/groups, professional associations, gyms or training centres).

ANITA CAREER

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### PROFESSIONAL INTERNSHIP EXPERIENCE

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#### Student Intern

February – April 2012

Health4You Training and Performance Centre, Toronto, ON

- Completed a three month internship with a personal trainer whose work focused on working with seniors with diabetes
- Completed intake and follow-up forms to track client progress over a six week period and prepared sample meal plans to assist clients in reducing sugar intake
- The internship concluded with a 20 minute presentation to Centre staff on key learnings throughout the internship and suggestions for future programming

### LANGUAGES

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- Fully fluent in French
- Intermediate knowledge of Spanish
- Beginner knowledge of spoken Cree

### HONOURS AND GRANTS

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André Hamer Postgraduate Prize, NSERC (\$10,000) University of Calgary, Calgary, AB	2016
Dean's Scholarship, University of Saskatchewan, Saskatoon, SK	2013
Simons Graduate Scholarship, University of Saskatchewan, Saskatoon, SK	2013

### ACADEMIC COMMITTEES/BOARDS

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Advisor, Women Advancement in Sport, University of Calgary, AB	2015 – 2016
General Member, Academic Programs Committee, University of Calgary, AB	2015 – 2016

### CONFERENCE PRESENTATIONS

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<i>"Aboriginal Women's Engagement in Registered Health Programs"</i> Perspectives in Exercise, Health and Fitness Conference, Edmonton, AB	November 2015
<i>"Embracing Cultural Perspectives in Health and Wellness"</i> Canadian Society for Exercise and Sport, Toronto, ON	October 2015

### PEER REVIEWED PUBLICATIONS

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- Career, A., J. Find, & A. Job. (2013). Seeking acceptance: young women's perceptions of body image. *Journal of Sport and Exercise Psychology*, 36, 208-221.
- Career, A. & A. Job. (2013). Effects of multi-generational obesity on body image. *Journal of Applied Psychology*, 40, 338-352.

### REFERENCES

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- Available upon request

*The examples utilized within this guide are fictitious. No association with any real person, company, organization, product, e-mail address, place, or event is intended or should be inferred.*

## References:

References are people who can attest to your work style, academic profile, competencies (knowledge, skills and abilities) and/or personal attitudes/attributes.

### Reference Tips:

You will want to include three references who have agreed to be a reference

- If your references never change, include them in your CV in the final *References* heading
- If your references change depending on the job you are applying for OR you feel strongly about not including them, have a final *References* category in your CV and have a bulleted statement that says something like *"References provided upon request"*
- Be sure to bring a list of references to the interview on a single piece of paper written in the same font style and size as your CV, if they haven't already been provided
- Ensure each reference has your most recent job search applications so they will be prepared to speak about you and what you can offer to a potential employer

### Potential References:

- **Academic:** Faculty supervisors, professors, university staff, teachers, principals, directors of education
- **Work Experience** (All types): Current and/or former employers, managers, supervisors, directors, human resources personnel, co-workers
- **Religious/Faith:** Clergy, faith community members
- **Athletic:** Coaches, sport coordinators, athletic association personnel
- **Character:** Neighbours, home stay families, personal acquaintances

# Action Words

## Management/Leadership

Accelerated	Consulted	Established	Initiated	Oversaw	Reviewed
Achieved	Contracted	Executed	Instituted	Planned	Scheduled
Administered	Controlled	Evaluated	Judged	Presided	Spearheaded
Analyzed	Coordinated	Facilitated	Lead	Prioritized	Strengthened
Appointed	Decided	Governed	Lobbied	Produced	Supervised
Assigned	Delegated	Harmonized	Managed	Recommended	
Attained	Designated	Hired	Motivated	Reconciled	
Chaired	Directed	Implemented	Named	Reorganized	
Conducted	Enforced	Improved	Negotiated	Reported	
Consolidated	Enhanced	Increased	Organized	Restructured	

## Communications

Addressed	Conferred	Directed	Inspired	Printed	Rewrote
Aided	Consulted	Documented	Interpreted	Promoted	Spoke
Arbitrated	Contracted	Drafted	Interviewed	Publicized	Suggested
Advised	Contributed	Elicited	Lectured	Published	Summarized
Appraised	Convinced	Edited	Mediated	Read	Talked
Arranged	Cooperated	Enlisted	Merged	Reconciled	Translated
Authored	Coordinated	Explained	Moderated	Recruited	Unified
Briefed	Corresponded	Expressed	Motivated	Represented	Updated
Clarified	Counselled	Formulated	Negotiated	Reported	Verbalized
Collaborated	Debated	Influenced	Persuaded	Resolved	Wrote
Composed	Defined	Informed	Presented	Revamped	

## Research

Analyzed	Conducted	Experimented	Interpreted	Proved	Synthesized
Calculated	Correlated	Explored	Interviewed	Researched	Tabulated
Catalogued	Critiqued	Extracted	Investigated	Reviewed	Tested
Clarified	Diagnosed	Extrapolated	Located	Solved	Uncovered
Collected	Discovered	Gathered	Monitored	Studied	Verified
Compared	Evaluated	Identified	Observed	Summarized	
Computed	Examined	Inspected	Organized	Surveyed	

## Financial

Administered	Budgeted	Evaluated	Maintained	Planned	Selected
Allocated	Calculated	Figured	Managed	Prepared	Tracked
Analyzed	Checked	Financed	Marketed	Projected	Verified
Appraised	Computed	Forecasted	Memorized	Reconciled	
Audited	Developed	Inspected	Ordered	Reduced	
Balanced	Estimated	Investigated	Organized	Researched	

## Results Achieved

Achieved	Eliminated	Multiplied	Restored	Streamlined	Troubleshot
Adapted	Established	Opened	Revamped	Strengthened	Uncovered
Attained	Expanded	Pioneered	Revised	Structured	Unified
Completed	Furnished	Proposed	Revitalized	Submitted	Upgraded
Contributed	Implemented	Provided	Risked	Succeeded	Utilized
Cut	Improved	Raised	Saved	Supported	Widened
Decreased	Increased	Recommended	Simplified	Surpassed	Won
Lowered	Introduced	Reduced	Sold solved	Transferred	
Doubled	Maintained	Resolved	Stimulated	Transformed	

## Creative

Abstracted	Customized	Established	Innovated	Painted	Sketched
Acted	Demonstrated	Fashioned	Instituted	Performed	Solved
Adapted	Designed	Founded	Integrated	Planned	Synthesized
Arranged	Developed	Generated	Introduced	Predicted	Visualized
Composed	Devised	Illustrated	Invented	Problem solved	
Conceptualized	Directed	Imagined	Made	Produced	
Cooked	Drew	Improvised	Modeled	Revitalized	
Created	Entertained	Initiated	Originated	Shaped	

## Helping

Advised	Cared	Demonstrated	Familiarized	Provided	Served
Advocated	Carried out	Diagnosed	Furnished	Referred	Suggested
Aided	Clarified	Educated	Guided	Rehabilitated	Supported
Arbitrated	Coached	Empathized	Helped	Related	Volunteered
Assessed	Coordinated	Encouraged	Intervened	Represented	
Assisted	Counselled	Expedited	Mentored	Resolved	
Attended	Delivered	Facilitated	Motivated	Saved	

## Administrative/Clerical

Approved	Complied	Maintained	Purchased	Set up	Validated
Arranged	Dispatched	Monitored	Recorded	Specified	Verified
Catalogued	Distributed	Operated	Resolved	Spearheaded	Word Processed
Charted	Documented	Organized	Retrieved	Standardized	
Classified	Executed	Prepared	Reviewed	Systematized	
Coded	Generated	Prioritized	Routed	Tabulated	
Collated	Implemented	Processed	Scheduled	Transformed	
Collected	Inspected	Proofread	Screened	Updated	

## Technical

Adapted	Calibrated	Devised	Manufactured	Remodeled	Trained
Adjusted	Coded	Dissected	Mapped	Repaired	Upgraded
Applied	Computed	Engineered	Navigated	Replaced	Utilized
Assembled	Computerized	Fabricated	Operated	Standardized	
Built	Designed	Installed	Overhauled	Studied	
Calculated	Developed	Maintained	Programmed	Solved	

## Teaching

Adapted	Consulted	Encouraged	Graded	Persuaded	Trained
Advised	Cooperated	Enforced	Guided	Schooled	Tutored
Assisted	Coordinated	Evaluated	Individualized	Served	
Clarified	Counselled	Explained	Informed	Set goals	
Coached	Developed	Facilitated	Initiated	Stimulated	
Communicated	Enabled	Focused	Instructed	Taught	

## STUDENT EMPLOYMENT AND CAREER CENTRE

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