



**BOSTON  
COLLEGE | LAW**

Office of Career Services

## **CONVERTING YOUR RESUME TO A CURRICULUM VITAE**



June 2008

# **CONVERTING YOUR RESUME TO A CURRICULUM VITAE AND VICE VERSA**

## **What is the main difference between a CV and a Resume?**

A resume is a marketing tool – a clear and concise summary of your education and experience no longer than 1 page. It is not intended to be an exhaustive statement.

A CV contains most of the information in a resume but in addition can include separate sections for any teaching experience, research, publications, presentations, grants, professional affiliations, awards and sometimes references. A CV is a much more detailed list of your educational and professional background and is usually 2 or more pages long.

## **When do I use a CV as opposed to a resume?**

In the US, the general rule is that a CV is used for an academic or research oriented job application. A resume is appropriate for most other job searches.

However, when applying for a job in Europe, Asia or Africa, candidates should expect to have to submit a CV rather than a resume for all jobs. A CV in Europe traditionally includes more personal information than would otherwise be appropriate to include on a US style CV (see below for more information).

A CV should always be accompanied by a cover letter which can focus on the skills and accomplishments that are most relevant to the particular job. This is your opportunity to draw out key features that you want to bring to the employers attention.

## **How do I convert my CV to a Resume?**

### *Identify the Specifics*

Converting a CV to a resume requires research and preparation. A resume should address the specific skills and experience that the particular job demands. What are the key skills and qualifications which the employer requires? What are the personal qualities they are looking for? The resume should be tailored specifically to the job you are applying for and should be restricted to information which demonstrates *why you would be an asset to that particular employer*. The CV traditionally will contain your complete academic and professional credentials, focusing particularly on coursework, research and publications.

### *Change the Length*

Resumes are usually no longer than 1 page, whilst a CV may be 3 or more pages in length. Tailoring the resume to the key skills and qualifications required for the job will inevitably mean cutting out aspects of your CV which are no longer directly relevant and/or presenting them in a different manner. This is often the thing which students find most difficult to do when converting a CV to a resume. If you cannot explain something in terms of the job that you are applying for, it should not be included.

### *Format*

Readability is the primary objective of a resume. Both style and content are important (with a CV, content is the most essential facet). Information should be clear, concise and presented in a consistent style throughout. Use short phrases, not sentences. Bullet points are a good way of setting out the information clearly and concisely. Begin each sentence with a legal related action verb.

For more general information on resumes and sample formats, please see the Resume section of the Job Search Handbook or the Career Services website - [www.bc.edu/bcslcareer](http://www.bc.edu/bcslcareer). You may also submit your resume to the Career Services Office for review at any time.

### **CV's Overseas**

Candidates should expect to have to submit a CV rather than a resume when applying for a job overseas. In addition, some countries would expect more personal information to be included than would otherwise be considered appropriate on a US CV, for example, age, marital status, children. For more information see <http://workabroad.monster.com>

When applying to a non-English speaking country, it is usually appropriate to submit the CV in English and in the language of that particular country. This is not just merely a case of translating the English CV though – the foreign language version must make sense in the local language and both versions must be tailored to the specific requirements of the particular country. It is also usual to include details of any residency or work visas. Examples include:

*France* – It is customary to include a passport sized color photograph of yourself, attached to the CV, along with full personal details, including age, marital status, number of children. The CV must be in reverse chronological order and usually includes an additional section headed 'Projet Professionel' which is a short paragraph detailing your career aspirations over the next few years.

*Germany* – similar to the French style although is usually in chronological order. The photo is usually attached to the top right hand corner of the CV and it is usually signed on the bottom right hand corner, with the date in the bottom left hand corner.

*Switzerland* – similar to the French and German styles, depending on the region.

*Italy* – no photo is required and hobbies or activities are rarely mentioned.

*Spain* – give passport details (ID number) in the personal details section.

*UK* – Do not include details of your civil status (ie. single, married, divorced) or religion. It is also customary to include details of 2 referees at the bottom of the CV. The CV is usually 2 pages long. Remember that some words are spelt differently in the UK. For more information see [http://en.wikipedia.org/wiki/User:SpNeo/Spelling\\_Guide](http://en.wikipedia.org/wiki/User:SpNeo/Spelling_Guide)

*Russia* – may be handwritten and likely to be very detailed. Written in full sentences and employers expect a full biography.

## **SAMPLE CV.**

### **EDUCATION**

#### **MA Bar Exam**

**Boston, MA**  
July 2005

#### **Boston College Law School**

Candidate for *Juris Doctor*  
Specialism in [insert any specialisms]  
GPA 3.63/4.00; class rank: top 10%

**Newton, MA**  
May 2005

#### **Carleton College**

Bachelor of Arts, *cum laude*, in Chemistry  
[include any particulars]  
GPA 3.31/4.00  
College Semester Abroad: Berlin, Germany

**Northfield, MN**  
June 1995

### **HONORS AND AWARDS**

Teaching Excellence, Richard Ramette Award  
Senior comprehensive exercise: Structure and function of ion-channels in biological systems

### **RESEARCH EXPERIENCE**

Carolina Summer Research Program in Pharmacology, UNC-Chapel Hill  
NASA Langley Aerospace Research Summer Scholars

*[Include research projects recently conducted or in progress, including the type of research and a brief description of the purpose].*

### **ACADEMIC POSITIONS**

Teaching Assistant, Department of Chemistry, Carleton College 1994-1995. Helped create curriculum, composed exams and term paper assignment, led weekly discussion sessions, graded written work and helped to determine final grades.

### **PUBLICATIONS**

*[Give bibliographic citations for articles, pamphlets, chapters in books, research reports or any other publications you have authored or co-authored]*

### **PRESENTATIONS**

*[Give titles of professional presentations, name of conference or event, dates and location and if appropriate, brief description. Start with the most recent first.]*

### **RELEVANT EXPERIENCE**

#### **Wilmer Hale, LLP**

*Summer Associate* (Permanent Offer Extended)

**Boston, MA**  
Summer 2004

Researched anticipation and means plus function claims in patent law in preparation for litigation. Reviewed client's patent portfolio in preparation for negotiations concerning new licensing agreement. Drafted response to PTO office action, addressing enablement, anticipation, and obviousness rejections. Researched manufacturer's liability for negligent advertising. Drafted pleading motions for Chapter 11 bankruptcy case. Participated in closing activities for merger between two publicly traded companies.

### **OTHER EXPERIENCE**

#### **Clark & Elbing, LLP**

*Summer Technology Specialist*

**Boston, MA**  
Summer 2003

Drafted responses to PTO office actions, information disclosure statements, and letters to clients and foreign associates for law firm specializing in patent prosecution of biotechnology, chemistry, and materials science matters. Experience with drafting and amending patent claims. Addressed double patenting, obviousness, and novelty rejections, as well as restriction requirements.

**AutoImmune Incorporated**

*Quality Control Supervisor*

**Lexington, MA**

March 2001-August 2002

Validated analytical methods used to characterize new biological drug therapy. Prepared experimental protocols, statistically analyzed data, wrote summary reports. Developed and wrote standard operating procedures to ensure regulatory compliance. Supervised two quality control analysts.

**Eli Lilly and Company**

*Bioanalytical Chemist*

**Indianapolis, IN**

2000-2001

*Associate Bioanalytical Chemist*

1995-2000

Supported product development for new biotechnology products. Wrote technical reports, drafted sections of regulatory admissions, and performed method validation studies, including statistical technical conferences and at staff meetings.

**PROFESSIONAL ASSOCIATIONS AND MEMBERSHIPS**

*Boston College Law Review*, Executive Editor, 2004-2005

Law Student Association, Co-Chair, Diversity Committee, 2004-2005

Lambda Law Students Association, Co-Chair, 2003-2004

*[Include memberships in national, regional, state and local professional organizations (including student memberships). Include significant appointments to positions within these organizations.]*

**LANGUAGES**

German (near-native fluency), French (reading knowledge)

**ACTIVITIES**

**Girl Scout Council of Southeastern Massachusetts** – devised teambuilding and challenge programs, including outdoor pursuits program.

**Volunteer Income Tax Assistance Program (VITA)** – through Boston College Law School. Assisted on a weekly basis, offering free tax help to low to moderate income families who cannot prepare their own tax returns.

## **SAMPLE CORRESPONDING RESUME**

### **EDUCATION**

#### **Boston College Law School**

Candidate for *Juris Doctor*

GPA 3.63/4.00; class rank: top 10%

Honors and Activities:

*Boston College Law Review*, Executive Editor  
Law Student Association, Co-Chair, Diversity Committee  
Lambda Law Students Association, Co-Chair

**Newton, MA**

May 2005

#### **Carleton College**

Bachelor of Arts, *cum laude*, in Chemistry

GPA 3.31/4.00

Honors and Activities:

Richard Ramette Award for Teaching Excellence  
Senior comprehensive exercise: Structure and function of ion-channels in biological systems  
College Semester Abroad: Berlin, Germany  
Carolina Summer Research Program in Pharmacology, UNC-Chapel Hill  
NASA Langley Aerospace Research Summer Scholars

**Northfield, MN**

June 1995

### **EXPERIENCE**

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**Boston, MA**

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*Quality Control Supervisor*

Validated analytical methods used to characterize new biological drug therapy. Prepared experimental protocols, statistically analyzed data, wrote summary reports. Developed and wrote standard operating procedures to ensure regulatory compliance. Supervised two quality control analysts.

**Lexington, MA**

March 2001-August 2002

#### **Eli Lilly and Company**

*Bioanalytical Chemist*

*Associate Bioanalytical Chemist*

Supported product development for new biotechnology products. Wrote technical reports, drafted sections of regulatory admissions, and performed method validation studies, including statistical technical conferences and at staff meetings. Member of Diversity Action Team.

**Indianapolis, IN**

2000-2001

1995-2000

### **BAR ADMISSIONS**

#### **MA Bar Exam**

**Boston, MA**

July 2005