

Resume Help – Arts and Sciences GRADUATE Students

Are You Seeking Academic Work (e.g., faculty position or a Post-Doc)?

Yes

You'll need a Curriculum Vitae (CV). Work with the Writing Center to get feedback on the general content of your CV (e.g., How well does it describe your academic work?). Career Counseling and Support Services (CCSS) can also assist you with all phases of CV development, from getting started with the writing process to reviewing an existing CV. They can also assist you with the search process for academic positions (e.g., identifying positions to apply to, sorting through decisions, enhancing interview skills, etc.)

Because CVs vary across academic disciplines, you're encouraged to review the advice found at <https://www.vpul.upenn.edu/career-services/writtenmaterials/cv.php> and ask your faculty mentor to review your CV. Another great resource to use is <https://ccss.osu.edu/graduate-professional-students/job-internship-search-strategies/writing-vitas/>

No

Career Counseling and Support Services
2nd Floor Younkin Success Center, 1640 Neil Avenue
ccss.osu.edu
sl-ccss@osu.edu, 614-688-3898

No

Are you seeking a position with the U.S. federal government?

Yes

You'll need a resume. Housed within USAJobs, you'll find the *Resume Builder* tool. It is a great resource because it includes prompts that will help you to describe which content to include on your resume as well as how much detail to include. Info at: <https://www.usajobs.gov/Help/how-to/account/docuemnts/resume/build/>

Work with Career Counseling & Support Services to obtain guidance on transforming your CV into a resume.

Work with the Writing Center on the effectiveness of the general content (e.g., how well does your resume describe your accomplishments and the skills gained from your advanced degree?).

No

Are you seeking a job in the private sector? If so, you'll need a resume!

Yes

You may need a CV rather than a resume. Consult with your faculty mentor or Career Counseling & Support Services on which type of document to use.

No

Are you seeking a job with a nonprofit organization that relates directly to your advanced degree?

Yes

Please visit Career Counseling & Support Services during walk-in hours or by scheduling an appointment. When you describe the type of employers your search is focusing on, you can obtain input from a CCSS staff member on use of a resume versus a CV.

No

[1]- Ohio State provides resources to assist graduate students who are seeking non-academic careers, including a subscription to The Versatile PhD (<https://versatilephd.com/>) - a multifaceted resource where you can access job postings and networking contacts – and access to career counselors/consultants at Career Counseling & Support Services (www.ccss.osu.edu). Career Counseling and Support Services provides assistance in preparation for academic careers, as well as non-academic careers. If you are completing an advanced degree in the Arts and Sciences, check out the Buckeye Careers Network (BCN)... it's an additional source of non-academic job postings. To access the BCN, click on the first link found at <http://careers.osu.edu/students/buckeye-careers-network/>.