



How to Convert Your CV to Resume: Start to Finish

How to Use This Guide:

This guide shows you two examples of how you can take your CV and, using a specific job application, turn it into a resume.

What's Inside:

- Pages 2-4 show a sample CV from a Digital Humanities scholar at UCSC.
- Page 5 shows two sample job descriptions our sample student wants to apply for.
- Page 6 gives directions about how to change your CV into a resume.
- Page 7 shows the worksheet you can use to do this on your own (this worksheet is available for you to download on our website).
- Pages 8-9 shows how our sample student used the worksheet to apply for Job #1.
- Page 10 shows the completed resume our sample student made after filling out her worksheet for Job #1.
- Pages 11-12 shows how our sample student filled out the worksheet for Job #2.
- Page 13 shows the completed resume our sample student made after filling out her worksheet for job #2.

Kristina Laimas (CV SAMPLE)

1156 High Street; Department of Literature, Santa Cruz, CA; 95060
kristinal@ucsc.edu 602-314-8889

EDUCATION

University of California, Santa Cruz

PhD, Literature, 2016

Dissertation: "Let Us Go to the Fields! An Ecocritical Lens on Latvian Activist Poetics"

Committee: Dr. Ainars Rentz, Dr. Cecile LaSoir, Dr. Monica Davis, Dr. Alice Riki

University of Winnipeg

MA, English Literature, 2010

Thesis: "Rust and Resistance: The Rhetoric of Manitoba's Urban Farming"

Manitoba University

BA, English, 2006

TEACHING

Teaching Assistant, 12 Sections

Literature Department; University of California, Santa Cruz; 2011-2015

Introduction to Jewish Literature

Introduction to Translation Studies

Baltic Poetics and Poetry

Russian Literature: Dostoyevsky in Context

Graduate Student Instructor, 6 Sections

English Department, University of Winnipeg, 2008-2010

Introductory Composition and Rhetoric

Composition and Rhetoric for Pre-Law Students

CONFERENCES AND INVITED TALKS

"Digital Dinosaurs: Revising Analog Technology"

Panelist, Digital Humanities Conference, University of California, Berkeley, 2016

"The Significance of the Digital Anthropocene,"

Panelist, University of Nevada, Reno, Graduate Student Conference, 2016

"Baltic Studies in the Digital Age,"

Roundtable, Thinking Baltic Conference, University of Ghent, 2016

"Flower Memory: Pixelated Nature"

Panelist, Digital Humanities Conference, University of Minnesota, 2015

HONORS AND FELLOWSHIPS

Margaret Hedgewood Women's Fellowship to Riga, Latvia 2015-2016

Graduate Summer Research Fellowship, UCSC, 2015

Institute for Humanities Research Summer Fellowship, 2015

Digital Humanities Doctoral Student Fellowship (Runner Up), 2015

Riley Women's Studies Fellowship (Runner Up), 2015

CART Archival Fellowship, UCSC, 2014

UCSC Literature Department Qualifying Exam Fellowship, 2013

Baltic Studies Association Fellowship, 2013
 UCSC/Mellon Fellowship in Digital Humanities, 2013
 President's Fellowship, University of Winnipeg, 2009

PUBLICATIONS/EXHIBITS

Latvian Poetry and French Poetics Digital Humanities Exhibit
 McHenry Library, 2016-2017

Digital extension of dissertation project surrounding the collision of French poetics into Latvian Activist poetry. Uses close-reading of three poems with a digital interface to explore alternate meanings of the poetry.

“Latvian Poetry in the US: A Critical Inquiry”

Changes Journal. Volume 13, Issue 2. September 2016

“Rust and Resistance: The Rhetoric of Manitoba's Urban Farming”

The Moon Journal. Volume 7, Issue 3. March 2016

SERVICE

Baltic Arts and Studies Journal, Managing Editor, 2015-2016

Oversees and coordinate publication and editorial activities for two issues per year.

Graduate Peer Mentor, Literature Department, UCSC, 2014-2016

Served as peer mentor to fellow doctoral students by conversing in one-on-one conversations about how to handle grading, seminar readings, and other graduate school matters.

Secretary, Graduate Student Advisory Board, UCSC, 2013-2016

Served as the secretary for the Graduate Student Advisory board.

Reader, *Baltic Studies Journal*, 2013-2016

Read submitted journal articles and recommended for publication.

Graduate Representative, Literature Department, UCSC 2011-2012

Served as liaison between graduate students and faculty, attended bi-weekly meetings.

Translator, Idaho Student Health Services, 2010

Translated HIV/AIDS prevention documents into Russian.

LANGUAGES & PROFICIENCIES

Digital Humanities Proficiencies

Digital Publishing & Communications: SCALAR, Omeka, WordPress, HTML, Twitter

Text Visualization & Analysis: Tableau, Mallet, XML

Digital Mapping: Google Fusion Tables, Google Maps, Google Earth, Story Maps

Additional Software: Dublin Core, FileMaker Pro, Photoshop, InDesign

Languages

Native Latvian, Russian Speaker

Native English Speaker

PROFESSIONAL ORGANIZATIONS

Association of Computers and the Humanities, Association for the Study of Literature and the Environment, Baltic Studies Association

REFERENCES

Dr. Monica Davis
Assistant Professor, Literature Department
University of California, Santa Cruz
mdavis@ucsc.edu; 831-459-0111

Dr. Cecile LaSoir
Associate Professor, Feminist Studies Department
University of California, Santa Cruz
cecilel@ucsc.edu 831-459-0111

Dr. Dr. Ainars Rentz
Professor, Literature Department
University of California, Santa Cruz
arentz@ucsc.edu 831-459-0111

Dr. Alice Riki
Associate Professor, Baltic Studies Department
University of California, Santa Cruz
ariki@ucsc.edu 831-459-0111

Sample Job Descriptions

Job #1: Digital Project Manager, San Jose Museum of Natural History

The Digital Projects Manager will coordinate activity of all digital project contributors from across galleries. They will direct the workflow for the projects, manage daily scanning activities, and supervise a production team of student workers. They will collaborate with other staff in the museum and with gallery partners to ensure that technical standards and professional practices are followed, monitor production numbers, and work with contributors to meet project deadlines, resolve potential copyright or privacy concerns, review scanned items and metadata for quality control and upload the digital content to our institutional repository. Working with the museum's marketing and outreach team and the website team, the digital projects manager will ensure that projects are successfully promoted.

Qualified candidates will have:

- *Experience working on digital projects in a library, archives, museum or related setting.*
- *Familiarity with preservation best practice in a library or archives context*
- *Experience with Web-based collection presentation systems such as Omeka*
- *Familiarity with digital asset management processes*
- *Experience with project management software*
- *Experience with mass-digitization projects*
- *Knowledge of processes and policies for securing rights for digital content*
- *Experience working with metadata standards and an appreciation of the role metadata plays in discovery.*
- *Demonstrated ability to clearly communicate technical information to non-experts*

Job Description #2: Editor for Department of Environmental Science at Nova Scotia University

The Department of Philosophy is seeking an Editor 1 to perform content development and editorial review under the general supervision of the Senior Editor. This is a dynamic work environment and will require the Editor to direct and orchestrate large, multi-author, multi-editor projects and take end-to-end ownership and command of project development and related support processes. The Editor will need to review projects as a whole, establishing deadlines and troubleshooting to avoid or quickly solve problems that may arise; consistently improve procedures; and help in the creation and maintenance of a master production plan that integrates all journal, books and other special projects.

Duties Include:

- *Research, write, and edit publications for style and substance.*
- *Review contents to be disseminated through websites and print publications in consultation with supervisor.*
- *Edit manuscripts for content, style, and organization.*
- *Check editorials for accuracy, and use own judgment in critiquing the work.*
- *Coordinate publication/editorial schedules, and monitor process in consultation with supervisor or client.*
- *Work within deadlines and cost constraints of clients.*
- *Coordinate and facilitate publication process with writers, editors, photographers, vendors, and contractors.*
- *Establish and maintain communication with internal clients and external media outlets to facilitate promotion and information dissemination.*

What do I do? Directions to Change Your CV to a Resume

1. Start with the job description

1. Start by looking at each specific job description. What are they looking for? What do they need prospective candidates to do?

2. Make a list of what they're looking for.

1. You can use our table (see below) or make your own three column spread.
2. From specific skills (such as being able to use Omeka) to more behavior-driven skills (such as being able to communicate technical information clearly), make a list of what skills the job is looking for.

3. Then, look at your CV or Master List. What skills and experiences do you have that satisfy these skills and requirements?

1. Next to each skill from the job description, write what experience you have that could satisfy that job component.
2. If there's a request skill you don't have, don't worry about that yet. You may want to address this in your cover letter.

4. Assess What to Put Where

1. You have made note of what the job requires and you've made note of what skills and experiences you have to satisfy these requirements in our table (or in your own list). Now you need to assess where to put what information. You have two choices: either your cover letter or your resume.

Crafting a Resume and Cover Letter Worksheet

Skills Desired by Employer (see job description)	Skills and experience you have (look at your CV or Master List)	Where to put (Resume or Cover Letter)? Other Notes

Evaluate:
What experiences did I list multiple times (you'll want to list these in your resume and possibly expand upon in your cover letter)?

What skills (languages, certifications, aptitudes) did I mention (this will go in your resume and possibly expand upon in your cover letter)?

Job #1 Description Example for Kristina Laimas

Skills Desired By Employer (see job description)	Skills and experience you have (look at your CV or Master List)	Where to put (Resume or Cover Letter)? Other Notes
“experience working digital projects in a library or archives setting” & “Familiarity with preservation best practice in a library or archives context”	-Digital Humanities Exhibit in McHenry (2016-2017) -CART Archival Fellowship	-list in resume -expand upon in Cover Letter to touch on skills
“collaborate with other staff” & “work with ... museum marketing and outreach team and website team” to promote projects	-Digital Humanities Exhibit in McHenry (2016-2017) -CART Archival Fellowship -Teaching Assistantship at UCSC -Baltic Arts and Studies Journal Managing Editor	-list in resume -expand upon how I have multiple experiences in which I had to collaborate or promote an experience
“Experience with Web-based collection presentation systems such as Omeka”	-I have this computer language proficiency	-put in resume under languages or special skills
“Familiarity with digital asset management processes” & “project management software” & “mass-digitization projects”	-I have these computer languages/skills --Digital Humanities Exhibit in McHenry (2016-2017) -CART Archival Fellowship	-highlight in cover letter
“Knowledge of processes and policies for securing rights for digital content”	-Baltic Arts and Studies, Managing Editor	-list experience in resume -highlight in cover letter how through this experience I have had to exercise processes and policies for securing rights
“Demonstrated ability to clearly communicate technical information to non-experts”	-conference presentations -Digital Humanities Exhibition in McHenry (2016-2017)	-mention conference presentations in cover letter -maybe put in resume?
“ensure that technical standards and professional practices are followed” & “monitor production numbers” & “meet project deadlines”	-Digital Humanities Exhibit in McHenry (2016-2017) -CART Archival Fellowship -Managing editor position	-highlight that I can do long term project and meet deadlines in my cover letter
“direct the workflow for the projects, manage daily scanning activities, and supervise a production team of student workers”	-Teaching Assistantship at UCSC -Baltic Arts and Studies Journal Managing Editor	-highlight that I can delegate tasks and work with other workers -mention that as a TA I had to work with students

Evaluate:

What experiences did I list multiple times? *I listed my Digital Humanities Project I did in McHenry, my CART Archival Fellowship, my conference presentations, my TAship at UCSC, and working as the Managing Editor for the Baltic Arts and Studies Journal. I should mention all of these experiences on my resume.*

What skills (languages, certifications, aptitudes) did I mention?

I mentioned that I have experience using Omeka—I should list all of the computer specifications I have to show that I am skilled in managing digital projects. I can do this in my cover letter.

Final Step:

Use this information to put your resume and cover letter together. There are certain experiences or skills you've gained during your academic career that you will not put on your resume. This is normal—don't put an experience just to put an experience. Your resume is a tailored document; not a chronicle of your entire history like a CV.

Kristina Laimas (Resume for Job #1 Example)

1123 Santa Cruz Drive, Felton, CA 95018

kristinal@ucsc.edu 602-314-8889

EDUCATION

University of California, Santa Cruz

PhD, Literature, 2016

Dissertation: “Let Us Go to the Fields! An Ecocritical Lens on Latvian Activist Poetics”

Committee: Dr. Ainars Rentz, Dr. Cecile LaSoir, Dr. Monica Davis, Dr. Alice Riki

University of Winnipeg

MA, English Literature, 2010

Thesis: “Rust and Resistance: The Rhetoric of Manitoba’s Urban Farming”

Manitoba University

BA, English, 2006

RELATED EXPERIENCES

Author & Lead Designer of *Latvian Poetry and French Poetics, 2016-2017*

McHenry Library, University of California, Santa Cruz

- Utilized digital publishing and communication tool SCALAR to design and create digital analysis project viewed by over 400 students and staff.
- Collaborated with library staff to execute and promote project.
- Communicated literary theory to universal audience through digital tools.

Managing Editor, *Baltic Arts and Studies Journal, 2015-2016*

- Collaborated with staff, copyeditors, and readers to produce two issues per academic year.
- Proof-read and approved final layouts using WordPress and MLA formatting.
- Communicated with writers, drew up contracts, and coordinated documents.

CART Archival Fellowship, 2014

University of California, Santa Cruz

- Worked under supervision of Library Archival staff to plan and implement long-term archival project to create digital archive of The Grateful Dead’s recordings from 1965-1970.
- Preserved over two-hundred audio recordings and used digital mapping to share online with over 2,000 unique viewers per year.

Teaching Assistant, 2011-2015

University of California, Santa Cruz

- Worked under the supervision of faculty to teach undergraduate students, grade over 100 papers per quarter, and conference one-on-one with undergraduate students.
- Implemented the University of California, Santa Cruz’s, teaching objectives in small group sections once per week.

LANGUAGES & PROFICIENCIES

Digital Humanities Proficiencies

Digital Publishing & Communications: SCALAR, Omeka, WordPress, HTML, Tumblr, Twitter,

Text Visualization & Analysis: Tableau, Mallet, XML

Digital Mapping: Google Fusion Tables, Google Maps, Google Earth, Story Maps

Additional Software: Dublin Core, FileMaker Pro, Photoshop, InDesign

Job #2 Description Example for Kristina Laimas

Skills Desired By Employer (see job description)	Skills you have (look at your CV or Master List)	Where to put (Resume or Cover Letter)? Other Notes
“perform content development and editorial review under the general supervision of the Senior Editor.”	-Baltic Arts and Studies Journal, Managing Editor -Reader for Baltic Studies Journal	-List Resume -In cover letter talk about how I worked with the Editor-in-Chief & Deputy Editor
“requires the Editor to direct and orchestrate large, multi-author, multi-editor projects and take end-to-end ownership and command of project development”	-Baltic Arts and Studies Journal, Managing Editor -Reader for Baltic studies Journal — had to communicate with authors, get contracts, share edits, etc.	-expand on how this position required I to see a project through from start to finish and to work with multiple authors
“review projects as a whole, establishing deadlines and troubleshooting to avoid or quickly solve problems that may arise”	-Baltic Arts and Studies Journal, Managing Editor -Reader for Baltic Studies Journal -Digital Humanities Project, McHenry library	-list on resume -mention in CL how in both experiences I had to think on my feet and quickly solve problems that arose
“consistently improve procedures”	-experience as PhD student	-mention in CL that as a PhD student I had to continually assess criticism and improve my work as a scholar and thinker
“help in the creation and maintenance of a master production plan that integrates all journal, books and other special projects.” & “Coordinate publication/editorial schedules, and monitor process in consultation with supervisor or client.” & “Work within deadlines and cost constraints of clients.”	-experience as PhD Student -Baltic Arts and Studies Journal Managing Editor	-mention in CL that as a PhD student I had to continually manage multiple projects. -mention in CL that as managing editor had to facilitate the production of a final product that included multiple essays and texts with an awareness of deadlines and limitations of particular publishing situations.
“Research . . . and edit publications [and manuscripts] for style and substance.” & “Check editorials for accuracy, and use own judgment in critiquing the work.”	-Baltic Arts and Studies Journal Managing Editor -Reader for Baltic Studies Journal -Taship	-list in resume -mention in CL that as a TA, reader, and managing editor I had to use MLA and APA styles to copyedit and also used my own personal eye as an editor

“establish and maintain communication with internal clients and external media outlets to facilitate promotion and information dissemination.”	-Baltic Arts and Studies Journal Managing Editor -TAship	-discuss in CL how the jobs of both a TA and managing editor required clear and consistent communication with individuals from a variety of backgrounds.
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Evaluate:

What experiences did I list multiple times?

I listed my TAship with UCSC, my job as Managing Editor at Baltic Arts and Studies Journal, my experience as a PhD student, my time as a reader for Baltic Studies Journal, and my Digital Humanities project with the McHenry Library. All of these should go on my resume.

What skills (languages, certifications, aptitudes) did I mention?

I have special skills in editing and an awareness of MLA and APA formatting. My PhD specialty is also in ecocriticism which blends ecological awareness with the humanities. Perhaps for a job that is housed in an Environmental Science department my familiarity with these communities and conversations will also be a benefit to me as a candidate. I can talk about these things in my cover letter.

Kristina Laimas (Resume for Job #2 Example)

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kristinal@ucsc.edu 602-314-8889

EDUCATION

University of California, Santa Cruz

PhD, Literature, 2016

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- Collaborated with staff, copyeditors, and readers to produce two issues per academic year.
- Proof-read and approved final layouts using WordPress and MLA formatting.
- Communicated with writers, drew up contracts, and coordinated documents.

Reader, *Baltic Studies Journal, 2013-2016*

- Utilized online Submittable platform for read up to five journal articles per month, provided reader responds, and recommended publication to journal

Teaching Assistant, 2011-2015

University of California, Santa Cruz

- Worked under the supervision of faculty to teach undergraduate students, grade over 100 papers per quarter, and conference one-on-one with undergraduate students.
- Implemented the University of California, Santa Cruz’s, teaching objectives in small group sections once per week.
- Utilized APA and MLA editing skills to assist students with papers.

LANGUAGES & PROFICIENCIES

Digital Humanities Proficiencies

Digital Publishing & Communications: SCALAR, Omeka, WordPress, HTML, Tumblr, Twitter,

Text Visualization & Analysis: Tableau, Mallet, XML

Digital Mapping: Google Fusion Tables, Google Maps, Google Earth, Story Maps

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Languages

Native Latvian, Russian Speaker

Native English Speaker