WILLIAM & MARY | CAREER DEVELOPMENT & PROFESSIONAL ENGAGEMENT

CV TO RESUME

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What is the difference between a CV (Curriculum Vitae) and Resume?
Resumes are brief summaries of an applicant's experiences. They highlight the most relevant positions and skills for a particular industry. The Curriculum Vitae, or CV, is a more comprehensive listing of a scholar's experiences and achievements. Typically, CVs are used in academic fields that require graduate/professional degrees and are research-intensive.

When to use a CV:

- Applications to graduate or professional schools
- Applications for positions in academia (teaching, research, administration and consulting)
- Proposals for fellowships or grants
- Scholarship applications
- Providing information related to professional activities (applications for professional memberships, leadership positions and presentations at professional conferences)

When to use a Resume:

- Applications for industry jobs
- Applications for jobs in non-governmental organizations (NGO's)
- Applications for Non-Profit jobs

Resume Format:

- Should be 1-2 pages in length
- Started from Microsoft Word or Google Docs (do not use both interchangeably for the same document)
- Do not use a template
- Skills and experience focused
- Targeted to the specific industry or job
- In reverse chronological order in each section
- Submitted as a pdf to ensure proper formatting when read

Sections of a Resume:

- EDUCATION: Education in reverse chronological order, with the expected or most recent degree first. List the name of colleges and universities attended, the city and state of each institution, degree(s), major(s), area(s) of concentration and year of graduation or expected graduation date(s). Relevant Coursework can be added here if not obvious from major or degree.
- RELEVANT EXPERIENCE: This should include any jobs, volunteer experience, or activities you have participated in that have given you relevant skills or are directly relevant to the job you seek.
- OTHER EXPERIENCE: Any other significant jobs or activities that took large amounts of time, where you acquired skills, or that demonstrate that you were gainfully employed or enrolled during a particular time period. Organizations do not like to see large time gaps in between jobs. If you list all your jobs/activities/education in chronological order, there should be no gaps longer than two months. This section should enable you to fill in any time gaps left between Education and Relevant Experience.

- SKILLS/INTERESTS/LANGUAGES/CERTIFICATIONS: This should be targeted to the industry to which you are applying. Languages should not include English but should include notes on proficiency, such as "bilingual or fluent in Spanish" or "Intermediate proficiency, Spanish." Skills may include computer programming or statistical software, such as R, Python, STATA, SAS, SQL etc. Certifications might be OSHA certified or Agile Certified. The Interests section is completely optional and will depend on the industry to which you are applying. Only include items that are truly unique and interesting. Examples could be "Climbed Mt. Everest" or "cook Latvian food" but not "hiking and cooking."

Examples of CV vs Resume:

CV

September 20XX-present William & Mary, Department of Spanish, Instructor
Twentieth Century Basque literature

September 20YY-June 20XX **Teaching Assistant**,
Introduction to Spanish Culture
-Designed syllabi and revised curriculum in Intermediate Spanish and Introductory Portuguese

Resume

Instructor, *William & Mary, Williamsburg, VA* **20YY- present**

- Design course readings and projects for introductory Spanish and "Introduction to Spanish Culture"
- Revise curriculum for "Introduction to Spanish Culture" resulting in 20% increase in student ratings of the course
- Facilitate groups ranging in size from 10-35 students of all types from adult learners to first year college students
- Create one-hour multimedia presentations
- Guide and evaluate participants in small-group presentations with measurable outcomes
- Utilize social media to support the development of an online platform for student discussions of the course

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CV:

EDUCATION
Senior Thesis: "Title [micro-resonator fabrication and prism coupling]"
Advisor: Dr. Irina Novikova, Professor of Physics

PROFESSIONAL EXPERIENCE
Research Assistant, Quantum Optics Lac, William & Mary, January 20YY-present

GRANTS & AWARDS
James Monroe Scholar Grant, William & Mary, 20YY

Resume:

Research Assistant, Quantum Optics Lab, William & Mary, January 20YY - Present

- Senior Thesis under Dr. Irina Novikova - micro-resonator fabrication and prism coupling
- Fabricate 1.5mm radius solid-stage optical micro-resonator in $LiNbO_3$ by hand
- Optimize evanescent wave coupling to the micro-resonator via prism coupler, improving the Q-factor and reaching a Q-factor > 2*107
- Funded by $3000 James Monroe Scholar grant during Summer of 20YY

Griffin Greengold

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EDUCATION

William & Mary — Williamsburg, VA
PhD, Government — Expected 20ZZ
• Fields: Political Economy, American Politics, Comparative Politics
• Dissertation: *Appreciating Assets: How Housing Wealth Affects Political Preferences and Behavior*
MA, Government — 20WW

Wellesley College — Wellesley, MA
BA, Political Science (Honors) and Economics — 20TT
• Political Science Honors Thesis: *The Transnational Anti-Sweatshop Movement: Realities and Politics of the Global Labor Market*
• Recipient, Jerome A. Schiff Fellowship - $3000 research grant, travelled to Bangladesh to conduct field research

RELEVANT EXPERIENCE

United States Department of the Treasury — Washington, DC
Special Assistant to Alan Krueger, Chief Economist and Assistant Secretary for Economic Policy — July 20WW - Aug. 20WW
• Managed document clearance process, ensured proper review and timely submission of documents, served as internal Treasury point person for Office of Economic Policy (EP), drafted documents, and compiled Weekly Report for Secretary and agendas for daily staff meetings
• Collaborated with colleagues from Treasury to produce report titled, "An Economic Analysis of Infrastructure Investment." Drafted initial outline and substantial portions of text, performed data analysis, provided research support, produced graphics, managed document throughout drafting process, and coordinated publishing process
• Outlined and drafted Assistant Secretary's testimony for Senate Banking Committee. Compiled briefing materials for hearing, and drafted responses to questions for record
• Represented EP at National Economic Council meetings about transportation infrastructure policy; commented on interagency documents
• Served as EP point person for external groups regarding HIRE Act-related data; outlined and managed clearance process for op-ed about HIRE Act, and drafted HIRE Act summary memo

Mason School of Business — Williamsburg, VA
Research Associate — Aug. 20UU - July 20VV
• Provided research support, case writing and data analysis, managed case submission process, edited, redrafted, and commented on working papers
• Drafted successful grant proposal for funding from Boehley Foundation for experiment on "work-around" situations
• Co-authored 2 cases about Baltic Beverages Holding, a European beer company. Analyzed data and compiled case exhibits, drafted text of case, and provided research support. Case was taught in strategy classes in the MBA program
• Conducted field research in 2-3 large hospital complexes to understand nurses' work and clinical environment. Interviewed nurses and participated in 2-3 site visits as background research for research publication

United States Department of the Treasury — Washington, DC
Intern, Office of the Executive Secretary — Summer 20TT
• Managed Treasury Secretary's Congressional correspondence. Ensured correspondence went through proper channels
• Gathered and compiled Secretary's briefing materials for: Strategic and Economic Dialogue with China, House Financial Services Committee (FSC) Testimony on Regulatory Reform, and House FSC Testimony on OTC Derivatives
• Edited Secretary's Congressional correspondence and daily briefing for White House

United States Agency for International Development (USAID) — Washington, DC
Intern, Latin America and Caribbean Bureau (LAC), Education Team — Summer 20SS
• Authored policy proposal memoranda to USAID Administrator and Congress on behalf of Education team
• Generated informational summaries of LAC programs and challenges which were posted on USAID's website to educate internal and external parties about LAC's programmatic role at USAID

• Compiled resource book about need for science education in Latin America to aid in project design
• Created comprehensive overview presentation of LAC programs for incoming leadership of Bureau

Office of United States Senator Barbara Mikulski Washington, DC
Intern, Subcommittee on Aging and Retirement Security Summer 20RR
• Generated complete database of Senator's health-related correspondence for legislative reference
• Consolidated and produced reports for staffers to be used for legislative decision making
• Represented Senator's office at congressional hearings and briefings, and prepared summary memos

ADDITIONAL EXPERIENCE

William & Mary, Government Department Williamsburg, VA
Teaching Fellow (TF) Sept. 20WW - present
• Courses taught: *Foundations of Comparative Politics* (student evaluation: 4.40/5.00); *Sophomore Tutorial* (Head TA, student evaluation: 4.60/5.00)
• Led discussion sections and tutorials of 8-18 students, planned lessons and activities, graded papers and provided comments
• Awarded Certificate of Distinction in Teaching

William & Mary, Government Department Williamsburg, VA
PhD Researcher Aug. 20WW- present
• Grant Recipient: Institute for Quantitative Social Sciences ($2980), Center for American Politics ($1000)
• Presentations: "Asset Shocks and Social Insurance" (Inequality Conference, 20UU, Tampere, Finland), "Appreciating Housing" (American Political Science Association Conference, 20VV, Washington DC)

PUBLICATIONS

• Alcacer, Juan, Rasmus Karl, Gustaf Molander, and **Maisha Ahmad**. "Baltic Beverages Holding: Competing in a GlobalizingWorld (A)." MBS Case 710-430.
• Alcacer, Juan, Rasmus Karl, Gustaf Molander, and **Maisha Ahmad**. "Baltic Beverages Holding: Competing in a GlobalizingWorld (B)." MBS Supplement 710-471.
• Alcacer, Juan, Tarun Khanna, Mary Furey, and **Maisha Ahmad**. "Emerging Nokia?" MBS Case 710-429.
• Brochet, Francois, and **Maisha Ahmad**. "Securities Trading: Front-, Middle- and Back Office." MBS Note 110-070.

SKILLS& INTERESTS

• Computer Skills: Proficient in R, Python, STATA, LexisNexis
• Language Skills: Fluent in Bengali, Basic Spanish skills
• Interests: Certified Yoga Instructor; completed 200 hour teacher training at Karma Yoga Studio (Williamsburg, VA) in 20XX