

Welcome to *The Workforce Link Podcast*, where we're offering forward-thinking conversations for the workforce, linking employers and job seekers to a brighter tomorrow. I'm your host Sundi Jo Graham with the Central Workforce Development Region, and I'm glad to be back with you for another episode today.

So, maybe you know what a resume is, and a cover letter, but when an employer asks you to send a CV, also known as a curriculum vitae (kr·i·kyoo·luhm vai·tee), your head starts spinning. But don't worry, you're not the only one.

In today's episode of *The Workforce Link Podcast*, we will talk about what it is, how to write one, and the difference between a CV and a resume.

By the end of today's episode, you'll be ready to stand out in your job search. Let's dive in.

So, what in the world is a CV? A Curriculum vitae is different from a resume. You often combine your experience, goal or mission, skills, etc. A CV focuses on education.

It will outline your work history and provide a longer record of your education, awards, achievements, certifications, projects, etc. For example, if you have some published articles or a book, you'll have a chance to highlight them here.

If you're seeking a higher-education job, you will want to use a CV. Maybe you're applying for a leadership position in an organization or a high-level role in business. They might request a CV.

We briefly touched on it, but let's talk more about the difference between a CV and a Resume.

Both are used to show your work history, but there are some key differences. CVs will offer a more detailed outline of your professional and academic experience.

We talk on this show a lot about the importance of changing your resume specifically for the job you're applying for. You don't want to just use the same resume repeatedly. However, unless you're adding more information or experience to CVs, they will stay the same. You don't need to tweak them as much as a resume.

CVs can be multiple pages long to cover everything, but resumes should be kept to a minimum of two pages.

CVs focus on your academic achievements, degrees, awards, etc. Resumes focus on your work history and are customized for the job you're applying for.

With a CV, you'll want to list your educational achievements first. With a resume, you'll make your most recent work experience the lead.

You don't usually include a lot of personal information, like hobbies, on your resume or CV, but you should definitely make sure your volunteer work is highlighted on a CV.

Unless asked, or unless you live in Europe, where CVs are the norm, you won't need to provide one unless requested. Most job postings should be very clear about what they're asking. If you're not sure, reach out and ask.

Picture yourself standing behind the counter at the shoe store. A customer walks in and wants to buy the best pair of shoes you have. They want a quality product but also want to save money. There's another shoe store across the street having a huge sale, but the customer came to you first. You only have a few minutes to explain why the customer should buy your shoes vs. those across the street.

You help the customer try the shoes on while explaining the benefits of the cushioning, the upgraded technology, the comfort, and not to mention how fantastic they look.

Think of your elevator pitch the same way when you're in a job interview with a potential employer. Your elevator pitch is a brief explanation describing the benefits of buying a product – except YOU are that product!

An elevator pitch is one of the most essential tools you have when applying for a job. When you confidently position yourself, clearly summarizing your experience, skills, and desirable characteristics, the employer is ready to listen.

Put in a nutshell; you're going to impress the employer.

We want to help! That's why we created *How to Create the Perfect Elevator Pitch*, a free guide with four proven simple steps to help you wow your next employer!

You can download it for free at cwdregion.com/elevatorpitch.

And now... back to the show.

It may be a fancy name, but you don't have to get fancy to write a curriculum vitae. Here are a few tips to help:

- 1)** Always, always include your contact information, just as we've talked about with your resume. Your name, phone number, email, city, and state.
- 2)** Your academic experience should be listed from most recent to the earliest. This will include degrees, high school experience, and extra higher education programs. Make sure you include the school's name, the degree you earned, your GPA, and the years you attended.

3) Make sure your professional experience is included, beginning with your most recent job. The name of the company, your job title, and the dates of employment should be included. For a bonus and to make yourself stand out, include dollar amounts or percentages that show actual results you achieved. This is beneficial to do on your resume and cover letter too.

4) If you have special skills, certifications, qualifications, make sure to add a section for them. For example, maybe you received certificates through Coursera last year or during some downtime during the COVID pandemic. Make that part of your special skills section. Learn a new skill recently? Add it. This shows you enjoy learning new things and lets the employer know you're teachable.

5) List awards and honors you've received. Did you receive any grants or scholarships for college? Graduate with honors? List them. Share any leadership awards or community awards you've received. This is where you have the chance to brag about yourself.

6) If you have any publications, list the titles and where they were published.

7) Add memberships, affiliations, and associations. Are you a leader in your church? Start a society in college to start recycling? Add them. Show your leadership experience here, your volunteer experience, etc.

8) Read, read, and read again. Make sure you double-check your CV for accuracy, errors, etc. Spell check. Print it out and read over it. Send it to a friend for review.

Like your resume, your CV needs to represent you as the best candidate for the job. Make it professional. Don't be afraid to brag about your accomplishments, respectively. This is what's going to get you the interview.

Some great CV templates are available online that you can download and get started with. Zety.com has several to choose from. I will share the link in the show notes for you.

Speaking of interviews, if you need assistance perfecting your next interview, our Job Center staff would love to help! We have an excited team waiting to assist you with your employment-related needs.

Columbia, Rolla, Jefferson City, Lebanon, Fulton, Potosi, Lake of the Ozarks, and more!

Whether you're looking for employment, want to go back to school, or you're an employer trying to find your next great team member, our Job Center staff can help!

Find your closest Job Center location today at cwdregion.com/jobcenters. That's cwdregion.com/jobcenters.

That's it for us today. If you've enjoyed this episode, share it with a friend and leave us a review. Word of mouth is the most powerful way to reach others, and we'd love your help in making that happen.

Have a great week, my friend, and we'll meet again in the next episode. Until then. Remember this... There's always a brighter tomorrow if you're willing to find it.