

Young Mathematicians For Hire!

Tips on Building Resumes For Mathematics Undergraduates

<http://science.utm.my/ymfh/>

FACULTY OF SCIENCE ROADMAP

**Department of Mathematical Sciences
Faculty of Science**

**Prepared by: Dr. Norhaiza Ahmad . 22 Nov 2018
<http://science.utm.my/norhaiza/>**

innovative • entrepreneurial • global

Outline

- CV or Resume?
- Structure for Resume:
 - Resume Format
 - FontLength 1 or 2 pages?
 - Select the best structure
 - photo or no photo
- Content: sections
- Other Tips:
 - show off but do not lie!
 - oh My English!
 - less is more!
- Method: from scratch vs templates
innovative • entrepreneurial • global

CV vs Resume

Curriculum Vitæ (course of life in Latin)

- in-depth document
 - >2 pages
- contains
- a high level of detail about your achievements
 - career biography.
 - education
 - publications, awards, honours etc.

Resume (or résumé)

- concise document
- 1-2 pages
- expect reader will not dwell on your document for very long.
- Aim to make individual stand out from the competition.
- Tailor resume to post/company applied- modify resume every time
- Not a biography
- No need to put everything in your life
- Not necessary in chronologically
- highly customisable document.

CV vs Resume

Curriculum Vitæ (course of life in Latin)

- long
- covers your entire career
- static

Resume (or résumé)

- short
- no particular format rule
- highly customisable

Which is more suitable for internship application?

Note

- In Australia, India and South Africa, the terms resume and CV are used interchangeably. The term resume is used more for jobs in the private sector and CV is more commonplace when applying for public service positions.
- A resume is the preferred application document in the US and Canada. Americans and Canadians would only use a CV when applying for a job abroad or if searching for an academic or research oriented position.
- In the UK, Ireland and New Zealand, a CV is used in all contexts and resumes aren't used at all. The CV prevails in mainland Europe and there is even a [European Union CV format](#) available for download.

Format Resume

- All about style
- Need to stand out
- Make positive impression
- Creative- Unique

Resume Fonts & Sizes

- Easy to read font
- Consistent using one (at most 2) types of font-sparingly
- Make your headings and name stand out
- Make headlines **bold**, *Italicise*, CAPITALISE or underline.

(may increase the font size to 14-16 points)

innovative • entrepreneurial • global

Resume Fonts & Sizes

- The most common font to use is Times New Roman, in black and size 12 points.
- Other serif fonts (with tails) : Georgie, Bell MT, Goudy Old Style, Garamond.
- Popular sans serif (no tails) fonts include: Arial, Tahoma, Century Gothic and Lucida Sans.

Resume Content

- full name, address and contact information
- top of the page (easy to see)
- Bold
- Capitalize name

Contact Info

Education

- list education
- start with most recent
- Date/Year, Locations, Certifications
- Achievements

Value Statement

Work Experience/ Responsibilities

- do not put all your lifetime experience here
- be choosy

Specific Skills

Awards

References

- inform the people on your list that you will be using them as reference.
- They can at least prepare a good word for you.

Other Points to Note

- Resume looks clean and has functional design
- Leave enough white space so that your resume does not look crowded
- No typos
- No grammatical errors

Tak serabut

Tak sendat

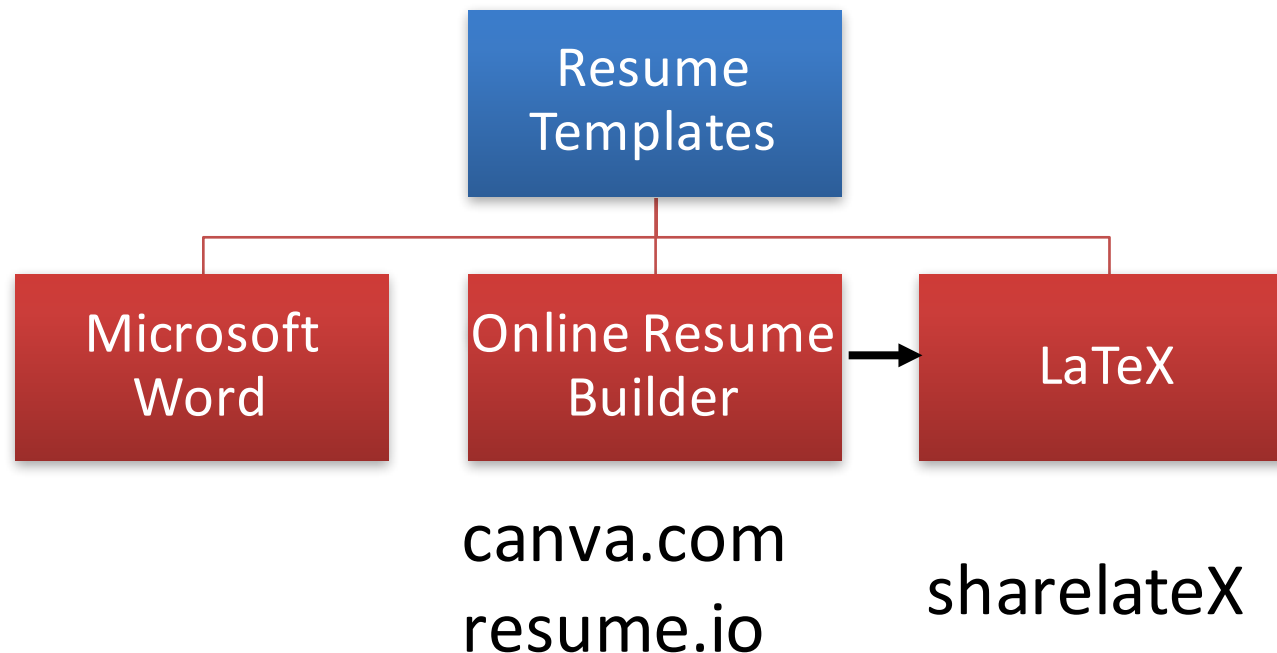
First impression
will last

Other Points to Note

- Send Resume in pdf
- If sent through email, include cover letter.

Make Life easier- Use Templates

- Search for templates



search: resume templates to impress

innovative • entrepreneurial • global

Others

- Update resume
- Talk employer's language
 - Different resume for different companies
 - Emphasize key skills and behaviours they seek throughout your resume
- Cover Letter:
 - Summary resume
 - emphasize your strength
 - why they should select you
 - why you want the internship badly
- Applications for research internships which are academic in nature:
 - it might be a good idea to list down related courses that you have taken at university in your resume.
 - This can help your research supervisor to channel your research topic to a particular area based on your prior knowledge.

Demo

- LaTeX – Resume
- SharelateX