

Converting a CV to a Résumé

First Name Last Name

University of Connecticut, Department of History
241 Glenbrook Road, U-4103, Storrs, CT 06269
Email@uconn.edu | Phone

When converting your CV to a résumé you would not use your department's address.

EDUCATION

| | |
|--|----------------------|
| Ph.D. Candidate, History, Department of History University of Connecticut (UConn), Storrs, CT Dissertation: "Lost at Sea: The United States and the Struggle to Govern the World's Oceans" | Anticipated May 20XX |
| M.A., History, Department of History California State University (CSU), Los Angeles, Los Angeles, CA | May 20XX |
| B.A., History, Department of History University of San Francisco (USF), San Francisco, CA | May 20XX |

This section is essentially the same for both a CV or résumé. For the CV you might consider including the name of your professor under your dissertation.

PUBLICATIONS

Review of Becker, Marc, the FBI in Latin America: The Ecuador Files. H-Diplo, H-Net
Reviews (31 March 20XX). <https://hdiplo.org/to/E209>

If you have lots of publications, presentations, awards, grants, etc. you will need to select some.

AWARDS AND HONORS

| | |
|--|------|
| Graduate Student Teaching Excellence Award, Department of History, UConn | 20XX |
| Eugene Fingerhut Award for Outstanding Graduate Student in History, Department of History, CSU | 20XX |
| David Herlihy Prize in History for Undergraduate Honors Thesis, Department of History, USF | 20XX |

Do not list all as your résumé will ideally be 1-2 pages.

GRANTS AND FELLOWSHIPS

| | |
|---|------|
| Dissertation Fellowship, Humanities Institute, UConn | 20XX |
| CLAS Graduate Fellowship, the Graduate School, UConn | 20XX |
| Research Stipend, The Rockefeller Archive Center | 20XX |
| Research Travel Grant, The Gerald R. Ford Presidential Foundation | 20XX |
| Doctoral Dissertation Fellowship, The Graduate School, UConn | 20XX |
| Thomas G. Paterson Graduate Fellowship, History of U.S. Foreign Relations, Dept. of History, UConn | 20XX |
| Field Research Grant, The Tinker Foundation | 20XX |
| Pre-Doctoral Award, El Instituto: Institute of Latina/o, Caribbean, and Latin American Studies, UConn | 20XX |
| Outstanding Scholars Fellowship Program Award, the Graduate School, UConn | 20XX |

RESEARCH INTERESTS

Environmental Diplomacy, U.S. History, Environmental History, Domestic and International Resource Relations

Typically does not exist on a résumé

Note: where it says “presenter” the actual name of the individual would appear. For purposes of this guide the names have been removed.

RESEARCH PRESENTATIONS

Presenter, “Unruly Ocean: The Law of the Sea Convention and the Struggle to Govern the World’s Oceans,” American Society for Environmental History, March 25–28, 20XX.

Presenter and Panel Organizer, “Refusal and Resignation: The Reagan Administration, the NIEO, and the Law of the Sea,” Rethinking Reagan and the Global South panel, Society for Historians of American Foreign Relations Annual Conference, June 20–22, 20XX.

Presenter, “Oceans Come First: The United States, Ecuador, and the Ocean Environment,” Workshop for the History of Environment, Agriculture, Technology, and Science, October 5–7, 20XX.

Presenter, “Of Borders and Boundaries: The United States, Ecuador, and the Ocean Environment,” New Perspectives in Environmental History, April 27, 20XX.

Presenter and Panel Organizer, “Making Waves: Territorial Sovereignty and Resource Nationalism in U.S.–Ecuador Relations,” Environmental Diplomacy in the Cold War Americas panel, Society for Historians of American Foreign Relations Annual Conference, June 23–25, 20XX.

Presenter, “Lines in the Water: Territorial Sovereignty, Resource Nationalism, and U.S.–Ecuadorian Relations, 1968-1973,” Ninth Annual Graduate Research Conference, August 31, 20XX

Presenter, “Salt of the Earth: The Salinity Problem and U.S.–Mexican Relations during the Nixon Administration,” New England Historical Association Annual Meeting, April 18, 20XX.

For the résumé you will need to select a few recent or relevant presentations from all you may have.

TEACHING EXPERIENCE

University of Connecticut, Instructor of Record

| | | |
|----------------------------------|---------------------|--------------------------------------|
| History of the Ocean | (Online) | Summer 20XX |
| United States History since 1877 | (Writing Intensive) | Spring 20XX & 20XX, Fall 20XX & 20XX |
| American Environmental History | (Writing Intensive) | Fall 20XX |

University of Connecticut, Teaching Assistant

| | | |
|--------------------------------|----------------------|-------------|
| American Environmental History | (Course Grader) | Spring 20XX |
| Modern Western Traditions | (Discussion Section) | Fall 20XX |
| United States History to 1877 | (Discussion Section) | Spring 20XX |
| History of Modern Japan | (Course Grader) | Fall 20XX |
| History of Modern Mexico | (Course Grader) | Spring 20XX |
| Latin America: National Period | (Course Grader) | Fall 20XX |

Teaching experience can be featured on a résumé and CV in many different ways. In the CV to résumé conversion example in this Guide you will notice that in the CV the teaching position held and the course titles are featured and in the résumé example there are bullet point statements that are featuring the more transferable skills that the individual has, emphasizing communication and content delivery.

EXHIBITIONS

UConn through the Viewfinder: Connecticut Daily Campus Photographs from the Howard Goldbaum Collection, 1967-70, William Benton Museum of Art, University of Connecticut, Researcher, January 21–March 13, 20XX.

Homefront: Connecticut Businesses in World War II, Archives & Special Collections, University of Connecticut, Researcher & Designer, Virtual Exhibit.

Exhibitions curated are not included in the résumé and we can assume then that exhibit curation was not relevant to the job to which the person was applying.

Converting a CV to a Résumé

Last Name, 3/3

PROFESSIONAL DEVELOPMENT – University of Connecticut

| | |
|---|------|
| Effective Questioning Techniques, Center for Excellence in Teaching and Learning | 20XX |
| Designing Your Hybrid/Blended Course, Center for Excellence in Teaching and Learning | 20XX |
| Introduction to Making Maps with ArcGIS, UConn MAGIC | 20XX |
| Programming in R and Project Management with Github, UConn Software Carpentries | 20XX |
| DIY Closed Captioning, Center for Excellence in Teaching and Learning | 20XX |
| Exploring Online Learning, Center for Excellence in Teaching and Learning | 20XX |
| Summer Graduate Fellowship Writing Institute, Office of National Scholarships and Fellowships | 20XX |
| Writing-Intensive Teaching Workshop, the Writing Center | 20XX |
| Teaching History, Department of History | 20XX |

Professional development was not included in the résumé but some teaching related skills are featured in the Teaching Experience section of the résumé.

The Book Review Editor position was included in the Professional Experience section of the résumé but the other service experience was not included.

PROFESSIONAL SERVICE

| | |
|--|-----------|
| Senior Exhibits Judge , Connecticut History Day | 20XX |
| Member, Faculty Search Committee , Department of History, University of Connecticut | 20XX |
| Panelist and Organizer , "Archival Research Abroad," History Graduate Student Association, Department of History, University of Connecticut | 20XX |
| Professional Development Committee , History Graduate Student Association, Department of History, University of Connecticut | 20XX-20XX |
| Book Review Editor , Perspectives: A Journal of Historical Inquiry, Department of History, California State University, Los Angeles | 20XX |

You will notice that this CV does not include bullet point statements describing key accomplishments and/or responsibilities for the various employment positions. The résumé conversion of this CV does include bullet point statements and it is critical to include them. Additionally, it is now a more standard practice to ALSO use bullet point statements within the CV.

OTHER EMPLOYMENT

| | |
|---|-----------------------|
| US History Reader , AP Reader Program, the College Board, New York, NY | Oct. 20XX – Oct. 20XX |
| Research Assistant , Archives and Special Collections, University of Connecticut, Storrs, CT | May 20XX – May 20XX |
| Graduate Student Intern | Jan. 20XX – May 20XX |
| History Tutor , Student-Athlete Success Program, University of Connecticut, Storrs, CT | Sept. 20XX – May 20XX |
| WHUS Broadcast Mentor , University of Connecticut, Storrs, CT | Aug. 20XX – May 20XX |

LANGUAGES

Spanish (Intermediate conversational skills)

TECHNICAL SKILLS

Proficient with Microsoft Office (Word, Excel, PowerPoint), WordPress, Adobe Acrobat, Zotero; Basic knowledge of R, RStudio, GitHub

Include the skills and languages that you feel are most relevant and of value to the position to which you are applying.

PROFESSIONAL AFFILIATIONS

Society for Historians of American Foreign Relations (SHAFR)
American Society for Environmental History (ASEH)

Professional Affiliations can be included on a résumé when there is room to do so. If you have held a leadership role within a professional association you might consider adding it to a Leadership section.