



Resumes for Higher Education

Overview

Securing a job in higher education poses challenges due to fierce competition among applicants and a limited number of available positions. Academic roles often demand specific qualifications like advanced degrees or extensive experience, which can narrow the pool of eligible candidates. Additionally, budget constraints and evolving institutional priorities can lead to fluctuations in hiring needs, contributing to the difficulty of finding employment in this sector.

The Resume

How to Draft a Resume

- Research
 - Familiarize yourself with the specific requirements of your target industry by exploring necessary skills, training, certifications, and relevant experiences.
- Compare and Contrast
 - Evaluate how your current background aligns with the industry's demands.
 - Identify transferable skills and experiences that bridge your current career path with your desired trajectory, emphasizing these connections in your resume's skills/strengths section.
- Determine Your Objective
 - Craft a clear and concise objective statement at the top of your resume, articulating why you're pursuing the job and how your skills and experiences make you a fitting candidate.
 - Tailor each statement to align with the specific role, showcasing your suitability and qualifications.
- Draft Your Resume
 - Consider using a functional resume format to highlight your skills and experiences relevant to the position, rather than focusing solely on chronological work history.
 - By showcasing your most relevant attributes upfront, you can effectively demonstrate your suitability for the role.

CV vs Resume

- Purpose and Usage
 - CV: Primarily used for academic positions in colleges and universities, highlighting comprehensive academic achievements and experiences.
 - Resume: Tailored for specific occupations, providing a concise summary of qualifications and skills relevant to the desired job.
- Length and Content
 - CV: Typically extensive, growing over an academic career and often exceeding 20 pages, focusing on educational and academic accomplishments.



- Resume: Limited to no more than two pages, summarizing qualifications and skills with a focus on relevance to the targeted position.
- Selecting the Right Document
 - Review job postings to determine whether a CV or resume is requested, as requirements are often specified.
 - When unsure, particularly for roles at research universities, it's acceptable to inquire about the preferred document format before submission.

Source

Higher Education Recruitment Consortium. (n.d.). *How to apply for Higher Education Careers* . Higher Education Jobs - Higher Education Recruitment Consortium. <https://s3-usa.s3.amazonaws.com/c/308482207/media/165962bb60503b04889571474057449/How%20to%20Apply%20for%20Higher%20Education%20Careers%20-%20Revised.pdf>