

HOW TO: CURRICULUM VITAE (CV)

THE BASICS

1. The following are only guidelines. **There's no ONE way to write a CV**—pick what works for you and your future career.
2. CV's are comprehensive while resumes are just a snapshot. Resumes are standard for most jobs in the United States but a CV is typical in academic and research settings, as well as internationally.
3. Put your most relevant experiences toward the top.
4. Describe your accomplishments positively and accurately. Don't be modest or exaggerate.
5. Don't limit the content to just your work experience. There are many transferable skills that can be developed through volunteer positions, involvement in student and professional organizations, and through class projects.
6. Omit personal pronouns, such as "I," "me," "my," etc.
7. Do not include personal data, such as height, weight, marital status, age, health, etc. (If applying for government positions, please contact Career Services & Professional Development before omitting)
8. Do not include personal references as a part of your resume. Have it as a separate sheet.
9. Make sure there are no typos! This is the first reason employers eliminate applicants.
10. When sending your CV, follow the application instructions.

ELEMENTS OF A CV

Identification

- Similar to a resume, your contact information and address block should be first

Education

- All institutions you've attended, degrees earned, and graduation dates
- Reverse chronological order (most recent first)

Dissertation/Dissertation Abstract

- Can also include this information under Research Experience, depending on your field

Awards, Fellowships, Honors, Grants

- All *relevant* academic distinctions, fellowships, awards, or grants
- Do not include anything from high school

Publications/Creative Work

- Include bibliographic information for anything that's been published

Presentations

- List each presentation, to include date, location, and name of the meeting/conference

Work Submitted/Work in Progress

- Typically seen as a sub-heading of Presentations

Research Experience

- Describe your research and the techniques used, usually in natural or social sciences

Teaching Experience

- List the semester(s) and subject(s), as well as the size of class

Professional Development/Training

- Any type of training completed through a professional organization

Languages

- Indicate the language *and* proficiency level (Fluent, working knowledge, intermediate)

Professional Memberships

- Include any memberships to professional organizations of which you are a member

Community Outreach

- Here you would list any committees and volunteer experience, if they relate to your career goal

SAMPLE

HINT:
Don't copy any wording
you see here-it's actually
considered plagiarism!

Susana Susie
1111 Number one
San Antonio, Texas 78211
Home: (210) 333-2222
susanasusie@mail.com

ACADEMIC TRAINING

Bachelor of Science, Psychology

University of the Incarnate Word
Dual Graduation Pending May 2022
GPA: 3.9

SKILLS/QUALIFICATIONS

- Bilingual: Fluent English/Spanish (Read, write, and speak)
- Possess a thorough understanding and sensitive nature towards diverse cultures
- Excellent interpersonal skills
- Proficient in MS Office Suite
- Strong problem-solving skills

RESEARCH

Effects of Upbringing on Educational Success

PUBLICATIONS

Jill, E., Jack, J. (2009). Effects of Upbringing on Educational Success. *Awesome Scholars Journal*.

PRESENTATIONS

Jill, E., Jack, J. (2010). *Effects Upbringing on Educational Success*. Paper presented at the 150st

Annual Psychology Research Study Day, the University of Awesome, San Antonio, Texas.

Jill, E., Jack, J. (2008). *Effects Upbringing on Educational Success*. Poster presented at the Annual Research Day, University of Awesome, San Antonio, Texas.

PROFESSIONAL EXPERIENCE

Teaching Assistant, Chemistry Lab

University of the Incarnate Word

August 2009-Present

- Assist up to 25 students in conducting tests, determinations and experiments in chemistry lab
- Provide instructional and clerical support for Chemistry professor
- Set up chemical experiments, tests and analyses and ensure proper storage in adherence to strict safety standards
- Provide support for individual students inside and outside the classroom to enable them to be fully successful in their chemistry classes

Intern

Harold Ham Psychiatrist

January 2009-Present

- Assessed clients' needs under direct supervision and guidance of Dr. Harold Ham
- Assist Psychologist in conducting research for publication and presentation
- Perform community outreach activities, and participate in program development
- Accurately and efficiently schedule appointments for 5 psychologists within office

AWARDS AND HONORS:

- | | |
|---|----------------|
| • Psychology Student of the Decade | May 2010 |
| • Dean's List | All semesters |
| • University of the Incarnate Word Academic Scholarship | 8/2006-Present |

References Available Upon Request

Action Verbs

Management Skills

Administered
analyzed
assigned
attained
chaired
contracted
consolidated
coordinated
delegated
developed
directed
evaluated
executed
improved
increased
organized
oversaw
planned
prioritized
produced
recommended
reviewed
scheduled
strengthened
supervised

Research Skills

clarified
collected
critiqued
diagnosed
evaluated
examined
extracted
identified
inspected
interpreted
interviewed
investigated
organized
reviewed
summarized
surveyed
systematized

Technical Skills

assembled

built
calculated
computed
designed
devised
engineered
fabricated
maintained
operated
overhauled
programmed
remodeled
repaired
solved
trained
upgraded

Teaching Skills

adapted
advised
clarified
coached
communicated
coordinated
developed
enabled
encouraged
evaluated
explained
facilitated
guided
informed
initiated
instructed
persuaded
set goals
stimulated

Financial Skills

administered
allocated
analyzed
appraised
audited
balanced
budgeted
calculated
computed

developed
forecasted
managed
marketed
planned
projected
researched

Helping Skills

assessed
assisted
clarified
coached
counseled
demonstrated
diagnosed
educated
expedited
facilitated
familiarized
guided
referred
rehabilitated
represented

Communication Skills

addressed
arbitrated
arranged
authored
corresponded
developed
directed
drafted
edited
enlisted
formulated
influenced
interpreted
lectured
mediated
moderated
motivated
negotiated
persuaded
promoted
publicized
reconciled

recruited
spoke
translated
wrote

Creative Skills

acted
conceptualized
created
designed
developed
directed
established
fashioned
founded
illustrated
instituted
integrated
introduced
invented
originated
performed

Detail Skills

approved
arranged
catalogued
classified
collected
compiled
dispatched
executed
generated
implemented
inspected
monitored
operated
organized
prepared
processed
purchased
recorded
retrieved
screened
specified
systematize