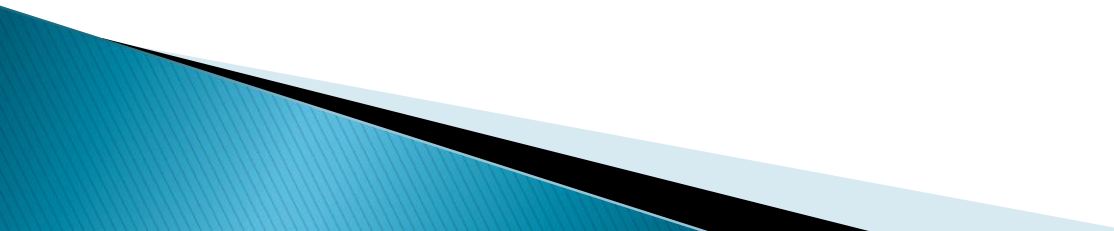



CURRICULUM VITA

Purpose

- To present yourself for academic positions
 - A CV shows your academic accomplishments in depth
 - It provides information about papers, publications, presentations and memberships
- 

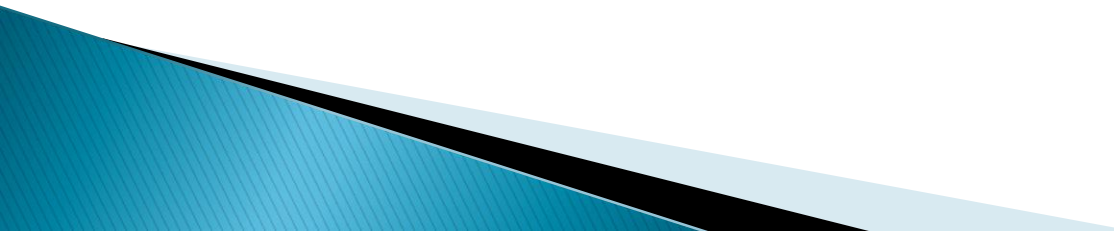
WHEN TO BEGIN A CV

- In your Freshman or Sophomore year of college
 - It is very time consuming to put together
 - Starting early allows you time to edit and revise
 - Areas stand out that you need to build up and strengthen
- 

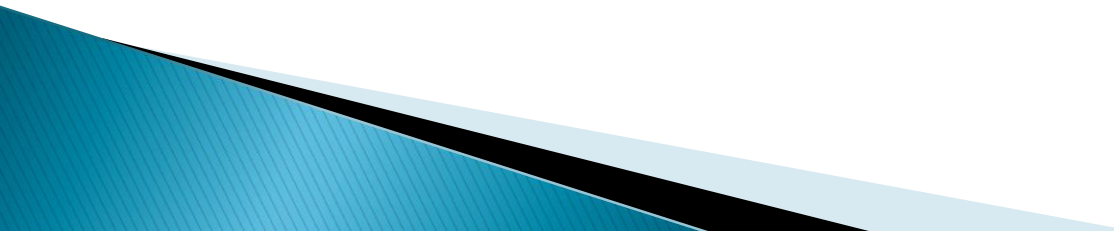
WHAT IS IT?

- A CV is an accepted method to present your qualifications to graduate school
- Some community colleges request resumes

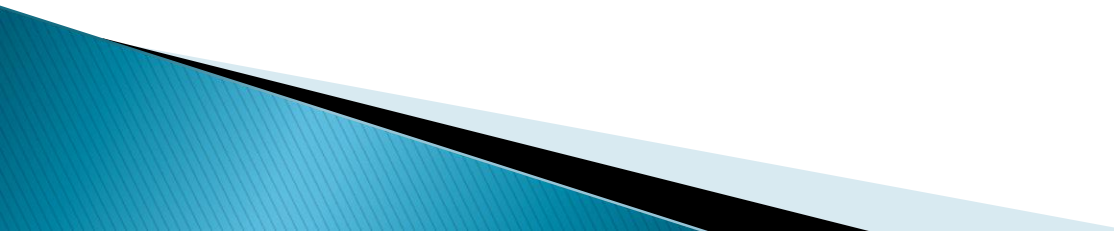
WHAT IS IT?

- A CV can be as long as twenty pages or as short as one.
 - It is a summary
 - You want this to be impressive
- 

WHAT IS IT?

- ▶ You will be asked for your CV many times over your educational and career life.
 - ▶ It is a record of your accomplishments in research and academia.
 - ▶ Begin it now!
- 

TOPICS TO INCLUDE

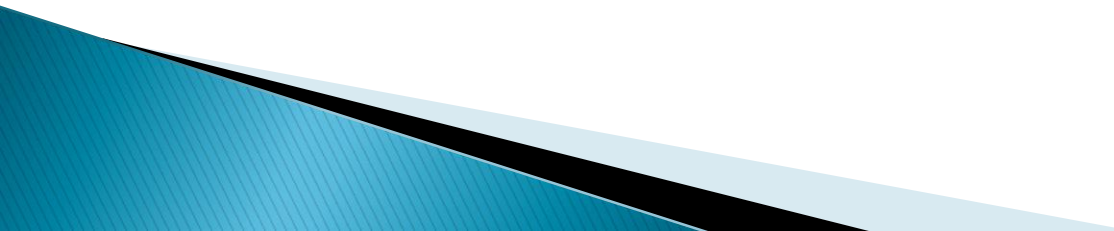
- Name, Address, Phone numbers, Email address
 - Position Objective
 - Academic Preparation (Educational History)
 - Research Experience
 - Current Research Interests
 - Publications
 - Papers Currently under Submission
 - Projects in Progress
- 

TOPICS TO INCLUDE

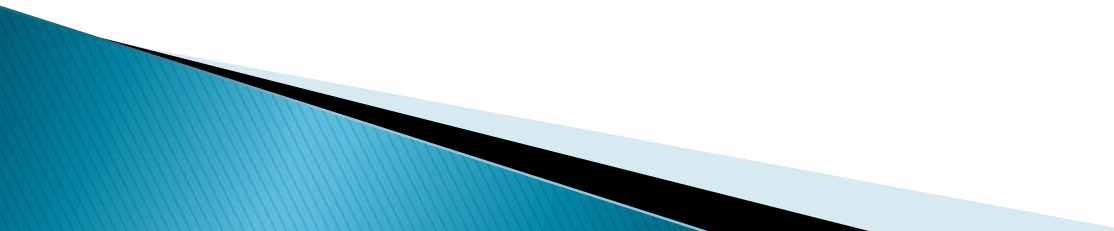
- Honors and Awards
 - Professional Memberships

 - Relevant Leadership Experiences
 - Volunteer Experiences
 - Specific Skills

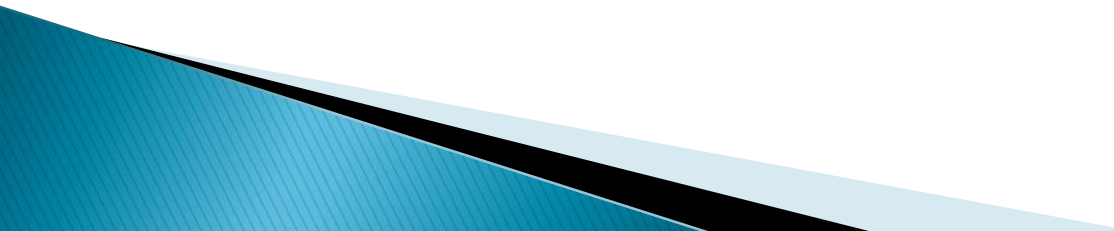
 - Related Work Experience
 - References

 - Include dates!
- 

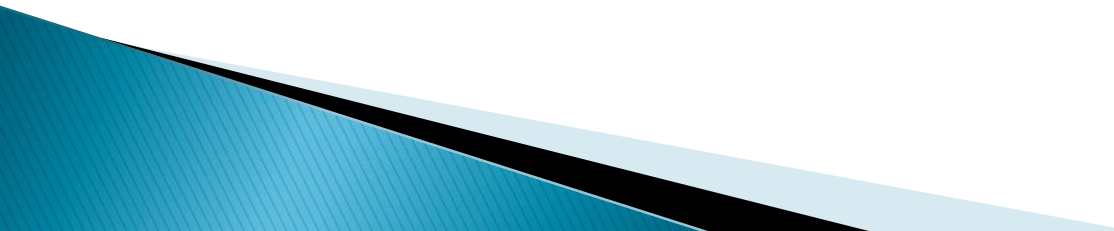
TOPICS TO INCLUDE

- Remember that the CV often replaces the job application.
 - For each experience, write a sentence or two explaining the tasks you performed.
- 

DETAIL: PERSONAL HISTORY

- Who are you?
 - Where are you from?
 - What do you want from our institution?
 - What do you want to do?
 - What research are you interested in?
 - What can you do for us?
- 

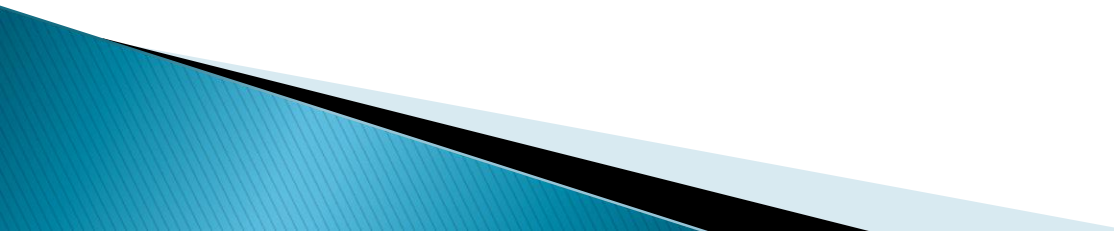
DETAIL: EDUCATIONAL HISTORY

- ▶ List all post-secondary schools (colleges) you have attended.
 - ▶ What was your major, minor, degree?
 - ▶ Did you receive any honors?
 - ▶ Dissertation title (s)
- 

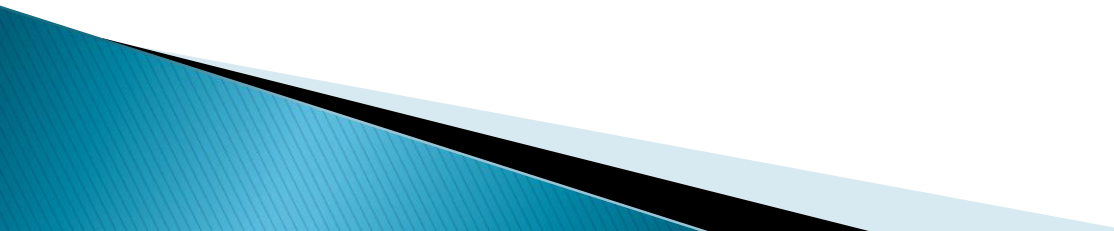
DETAIL: PROFESSIONAL POSITIONS

- ▶ List:
 - Practicums
 - Internships
 - Research assistantships
 - Paid consultations
 - Give your title and the name and address of the agency
- Avoid jargon

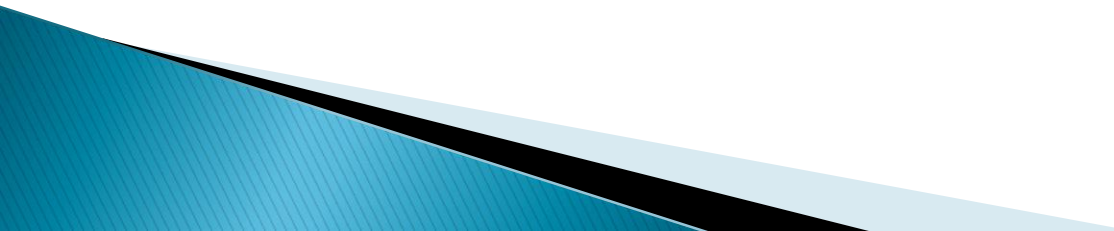
DETAIL: MEMBERSHIPS

- ▶ List your memberships in Professional organizations.
 - ▶ Include the name and dates
 - ▶ Include your specialization areas
- 

DETAIL: ACTIVITIES

- ▶ Professional Activities include:
 - Projects you started
 - Projects you completed
 - In-service trainings you conducted
 - Guest Lectures you presented
 - Workshops you participated in as a presenter
- 

DETAIL: EDITORIALS

- ▶ This category is for those who have the opportunity to review manuscripts while still in graduate school.
 - ▶ List them!
- 

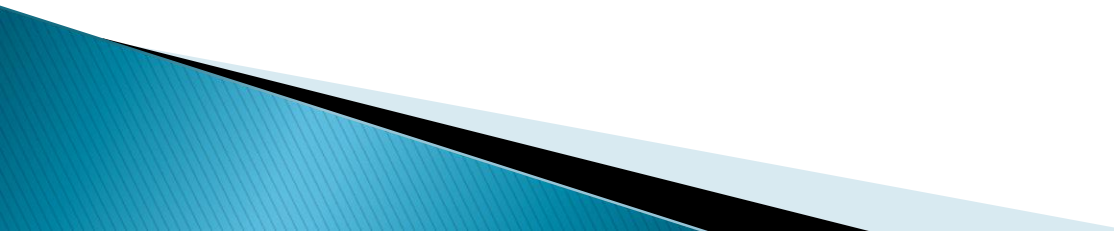
DETAIL: GRANTS

- ▶ List those you wrote or received.
- ▶ Don't list too many that were never funded...

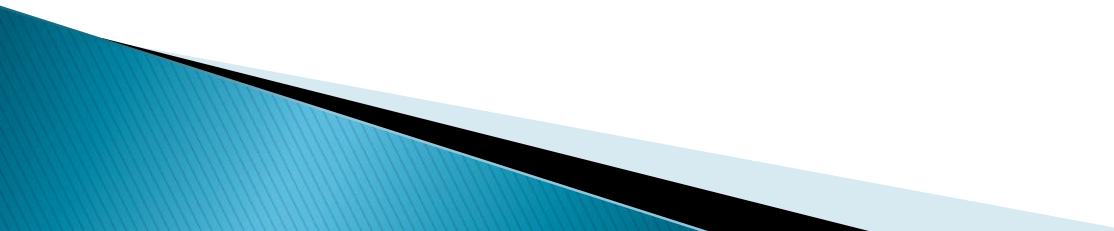
OTHER:

- ▶ List any licenses or certifications

DETAIL: PAPERS

- Regional conventions are great places for experience.
 - You may have the opportunity to present a research paper at a regional conference.
 - If this opportunity presents itself be the first to sign up!
- 

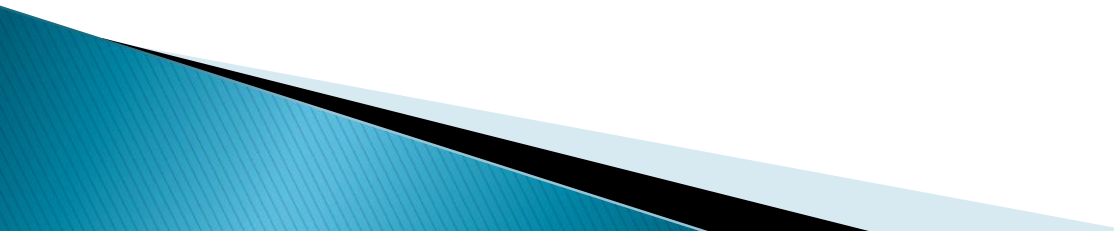
DETAIL: PUBLICATIONS

- ▶ Undergraduates actually do publish
 - ▶ Your name may be in a group with other students and a professor or it could be just you. List most recent first.
 - ▶ “Invited” articles are alright to include
- 

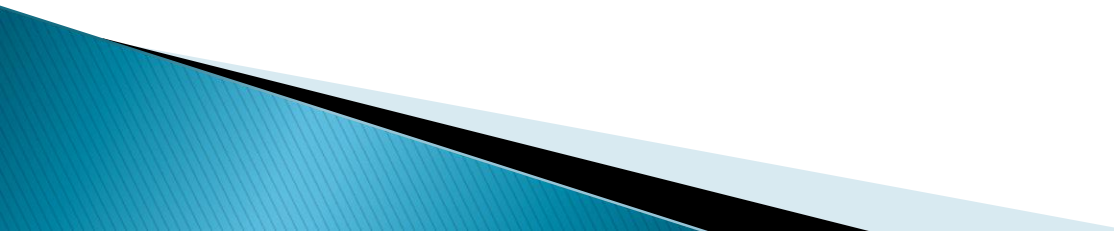
DETAIL: PROJECTS

- ▶ State where it is in progress

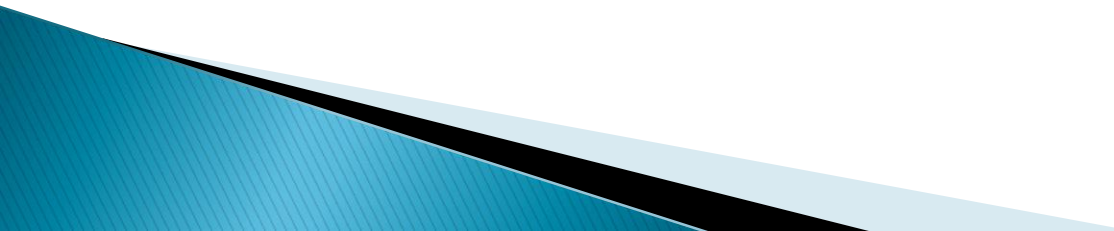
DETAIL: INTERESTS

- ▶ What are your professional interests?
 - ▶ Research interests?
 - ▶ Applied interests?
 - ▶ Teaching interests?
- 

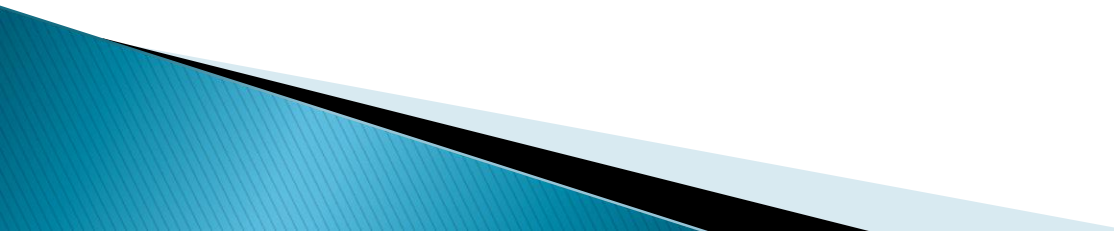
DETAIL: REFERENCES

- You will need three to five.
 - They should be research people you know.
 - People you have had conversations with.
 - They know your goals and your dreams.
 - People you have impressed.
 - Always ask permission before including someone's name.
- 

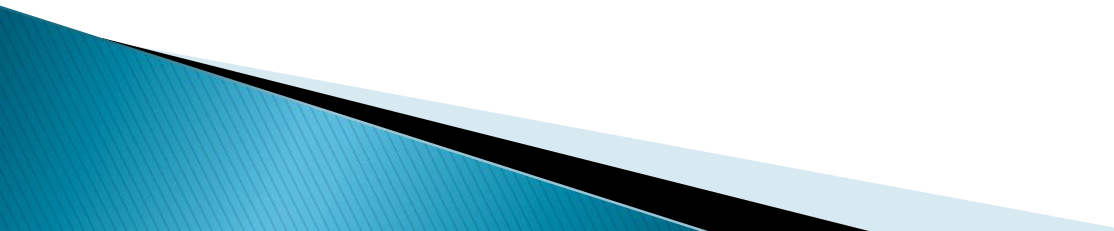
DO NOT INCLUDE

- Age
 - Ethnicity
 - Political Affiliation
 - Religious Preference
 - Hobbies
 - Marital Status
 - Sexual Orientation
 - Place of birth
 - Padding
 - Photographs
 - Height, weight, health
 - High school activities
 - The names of your animals
 - Your favorite poem at the end
 - Your astrological sign
- 


FORMAT

- ▶ Microsoft Word is most widely used
 - ▶ Rich Text Format (RTF)
 - ▶ Standard white or ivory 8.5X11 inch paper
 - ▶ Black ink
- 

FORMAT

- ▶ Single sided
 - ▶ Number the pages as part of the whole (CV- b_rudmann,p.3 of 4)
 - ▶ 11–12 point font
 - ▶ Arial or Times Roman or Helvetica/Arial
- 

FORMAT

- Use a laser printer
 - Put your name at the top of each page
 - Copy the original on good paper from a good machine
 - Proof the document over and over
 - No typos or errors!
 - Be honest but impressive
- 

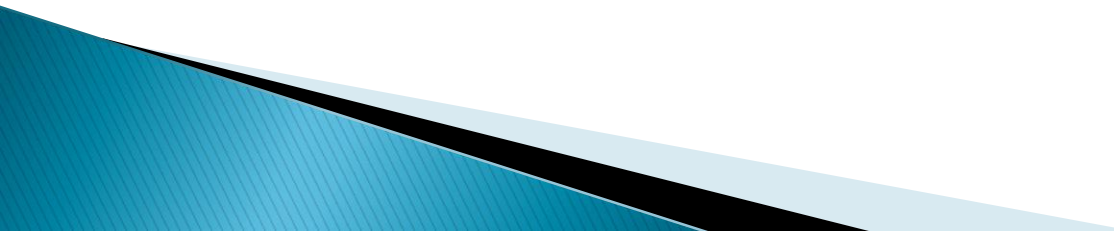
FORMAT

- ▶ Be concise
- ▶ Write clearly
- ▶ Use bolding, italics and underlining
- ▶ Don't overdo

FORMAT NO-NOs

- ▶ No complicated graphics
 - ▶ No tricky fonts

 - ▶ No clipart–flowers
 - ▶ No photographs of you and Rover
 - ▶ No cute graphics

 - ▶ No colored paper
 - ▶ No colored ink
- 

TYPES OF CV's

▶ STATIC CV

- A general CV that can be given out to various people.
- It is not specific to a particular opening.

▶ DYNAMIC CV

- A CV that is produced for a specific college or job opening.

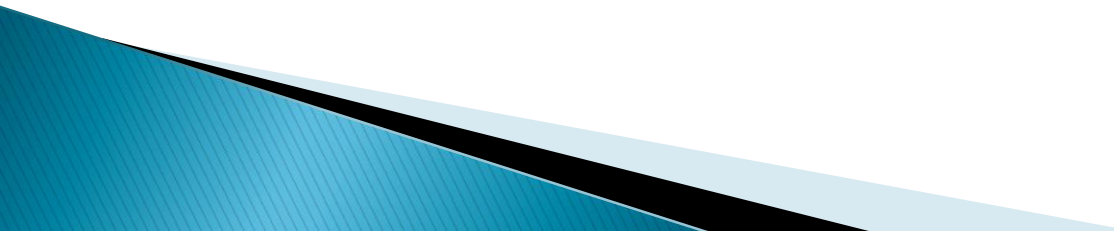
WEBSITES

- McGill University Career Services advice about CV writing:
<http://www.caps.mcgill.ca/static/student/workshops/cvwrite.html>
- A list of “action verbs” from McGill University’s Career Center:
<http://www.caps.mcgill.ca/static/student/workshops/cvverbs.html>
- Jobstar.org’s list of CV sites:
<http://jobstar.org/tools/resume/res-cv.cfm>

WEBSITES

- Career Builder's Resume and CV site:
<http://www.careerbuildertt.com/carcen/resume.htm>
- Monster.com's Cover Letter Do's and Don'ts:
<http://resume.monster.com/coverletter/donot/>
- JobStar.org's collection of cover letter resources:
<http://jobstar.org/tools/resume/cletters.cfm>

RESOURCES

- Curriculum Vitae and Application Letter: University of California, Riverside, offers tips and a sample C.V.
 - Writing Your Vita: Hanover College's guide to format also includes tips on avoiding common problems.
 - Sample Curriculum Vitae: A CV template from Harvard University's School of Public Health.
 - Sample Curriculum Vitae: Dissertationsonline.com provides a sample CV for a scientist.
- 

RESOURCES

- Sample CVs for Scientists: From Science Careers & American Association for the Advancement of Science: Two sample CVs (one for Ph.D and one for B.S. level candidates.)
- Recommended Books on Curriculum Vitae: *Developing a Professional Vita or Resume*. Carl McDaniels
- *Curriculum Vitae Handbook: Using a CV to Present and Promote Your Academic Career*. Rebecca Anthony and Gerald Roe.
- *The Complete Idiot's Guide to the Perfect Resume*. Susan Ireland. The chapter, "When you really are a brain surgeon: Curriculum vitae," is excellent!

YOUR CV ON-LINE

- ▶ Employers are very interested in CVs and resumes on-line.
- ▶ Some can see it without your knowledge!
- ▶ There are electronic resume books—you can find them at www.erecruiting.com

LAST TIPS

- ▶ Keep in contact with people who are doing what you would like to be doing.
 - ▶ Keep in contact with faculty who know you.
- 