

GUIDE TO WRITING A CURRICULUM VITAE

1. WHAT IS A CV?

A CV (curriculum vitae) can be described as a longer, more detailed résumé with a more academic focus. A resume describes what you have been responsible for and what you have accomplished by outlining your academic, work, volunteer and extracurricular experiences and skills. While résumés must do this on a single page for undergraduates and recent graduates, a CV allows you the opportunity to go into much greater detail about your academic experiences and skills. This Guide is meant to help someone who is already in command of foundational résumé writing skills to construct a CV, highlighting areas where the 2 types of documents diverge.

2. WHEN SHOULD I USE A CV RATHER THAN A RÉSUMÉ?

A CV is used when applying to graduate school, fellowships, and grants, as well as jobs in teaching or research. These are all situations where evaluators need more information about your academic background than what would be available from a résumé – a document that is typically more focused on work experience than academic qualifications. Jobs that are most appropriate for CVs are generally in higher education, although they can come from the corporate and non-profit sectors as well.

In addition, it is worth noting many employers from overseas prefer a CV to a résumé. In Europe, the Middle East, and Asia, the types of job applications that require a CV vary more broadly than they do in the U.S.

3. WHAT IS INCLUDED IN A CV THAT IS NOT USUALLY INCLUDED IN A RÉSUMÉ?

Of course, like a resume, a CV should include your name, contact information, education, skills and experience. To make it more academic, a CV also describes specific coursework, awards and honors, grants or fellowships, research skills and experience, teaching experience, publications, presentations, languages, and professional memberships.

4. HOW SHOULD THE INFORMATION IN MY CV BE ORGANIZED?

Here are some categories you may want to use. Of course, depending on your background, you may choose to use additional categories or you may decide not to include all these categories. You will want to be strategic and flexible in designing your CV, but these categories will provide you with a good start.

EDUCATION

- List your most recent degree institution first: (i.e. Trinity College, Bachelor of Arts in [Major], expected in May 200X)
- Include any study abroad experience as a separate institution/educational experience entry.
- Include your GPA if it is 3.0 or better.
- Include your major GPA if it is .5 higher than your overall GPA.
- If you wrote/are writing an undergraduate thesis, include its title.

COURSEWORK

- List specific courses taken in your academic discipline and also those that would relate to it, broadening and enriching your knowledge base.

HONORS & AWARDS

- List academic honors and awards including competitive grants, fellowships, and scholarships. State the dates they were received.

RESEARCH, PUBLICATIONS, AND PRESENTATIONS

- List major research projects and papers. Use citation format to list work that has been published or presented publicly.
- If you do not have substantial work that has seen the public eye, do not be afraid to list major student work, as long as you note that it is unpublished.

EXPERIENCE

- Experience is not limited to full-time or paid work experiences – in this section, you can include internships, volunteer positions, etc. Start with everything you think might be relevant and then see the CDC staff for help.
- Each experience needs a job title, employer name, city, state, dates you worked there and a description. List them in chronological order starting with the most recent.
- Descriptions should detail duties you were responsible for and things you accomplished. Be concrete with your descriptions!
- Start descriptions with action words and do not ever use first person (I, me, my, etc.)
- Descriptions do not have to be complete sentences. Bullet points are effective.
- If you have enough work or volunteer experience that is directly relevant to the opportunity you are seeking (i.e. research, teaching, etc.), you may want to highlight it specifically by giving it its own category (Research Experience or Teaching Experience or Relevant Experience).

SKILLS

- Computer: List familiarity with computer software and hardware systems, applications and programs.
- Language: State degree of proficiency (fluent, proficient, knowledge of) in reading, writing and speaking foreign languages.
- Research: List familiarity or facility with different research techniques or methods.

ACTIVITIES & INTERESTS

- List your involvement in different organizations or projects. Start with everything you think might be relevant and then see the CDC staff for help.
- Highlight any positions where you have held or shown leadership.

5. OPTIMAL RESUME

Accessible through the Career Development Center website, all Trinity students can utilize Optimal Resume – a web-based system that will help you develop a professional and well-organized CV.

If this is your first time creating a resume or CV, Optimal Resume will walk you through the process step-by-step – prompting you to enter the required information and providing helpful samples and suggestions on wording and format. In addition, you can add interactive “infobytes” about yourself and use hyperlinks or email to add a new dimension to your document.

If you have an existing resume but need a CV, simply cut and paste the content into Optimal Resume, expanding and updating where appropriate. Once you have perfected the content of your CV, this program will provide you with a myriad of format options ranging from pre-styled choices to custom designs.

To access Optimal Resume, go to: <http://trincoll.optimalresume.com/account/> and click on “Get Started” to set-up an account. When registering, you must use your Trinity College email account. If you have any questions about Optimal Resume, please contact the Career Development Center.

KATELIN SMITH

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EDUCATION

Trinity College, Hartford, CT

Bachelor of Science in Biology

Minor in Environment and Human Values

3.804 Cumulative GPA

Expected May 2012

City High School: Some City, State

4.0 Cumulative GPA

Valedictorian

Student in AP Chemistry, AP Calculus, Honors Biology

Class of 2008

COURSEWORK

Neurobiology, Clinical Neuroanatomy, Introduction to Biology: Organisms and Populations and Cells, Genetics, Metabolism, and Heredity, Organic Chemistry I and II, Advanced Introduction to Chemistry I and II, Accelerated Calculus II, Statistics, Plant Metabolism and Behavior, Introduction to Cultural Anthropology, General Psychology.

HONORS AND AWARDS

Trinity College Deans' Scholar

Fall 2009

- Awarded to the top 25 students of the Sophomore Class

James M. Van Stone Memorial Book Prize

Spring 2009

- Awarded by the Trinity College Biology Department to a first year student who has demonstrated outstanding work in the classroom and laboratory of Introduction to Biology

City High School, Science Student Expo Award Recipient

2008

- Second Place Modeling
 - Honorable Mention in Biotech Cross-Category
-

BIOLOGY WORK EXPERIENCE

Trinity College Biology Department: Hartford, CT

Laboratory Assistant for Introduction to Biology

Fall 2010

- Attended weekly labs, actively participated and provided supplemental instruction
- Edited student lab reports and other lab assignments
- Provided assistance to students outside of lab time

Research in Biology

Spring 2009 - present

- Utilize molecular techniques in Biochemistry research
 - Extract and culture PC12 cells
 - Study the expression of PPAR
-

PUBLICATIONS AND PRESENTATIONS

Major University Apprentice Program: Other City, ST, May 2010

- Examined cross sections of the Achilles tendon using Magnetic Resonance Images. Prepared and presented research paper to faculty and students.
- Conducted cross-linking experiments between RNA and Protein. Compiled research and findings and created a poster presentation displayed at the Science Symposium.

Science Article, published in Spring 2009 Trinity Papers, Trinity College

LEADERSHIP ACTIVITIES

- Member of Varsity Soccer and Rugby at Trinity College *2008-Present*
- Secretary of Biology Club, Trinity College *2008-Present*
- Duties include creating an agenda for each meeting, recording all activities, sending out weekly e-mail reminders, and helping organize events if needed
- Two Year Member of Varsity Soccer, City High School *2006-2008*

VOLUNTEER EXPERIENCE

- Tutor at the Montessori Magnet School in Hartford *2009-Present*
- Tutored 3rd and 4th graders in Math and Reading
 - Strengthened patience and communication skills
- Big Sister/Little Sister Program at Trinity College *Fall 2009*
- Paired with two freshmen and assisted with many different aspects of college life, such as classes, buying books, and housing
- Some City Environment Association *May 2007 – 2010*
- Reconstructed walking trails and helped design new trails around main river
- Audubon Society Volunteer *April 2008 – present*
- Entertain children during Society events
 - Help children complete arts projects

OTHER SKILLS

Computer: Microsoft Excel, Word, PowerPoint and Access

Language: General Knowledge of Spanish and Italian

REFERENCES

Name, Title
Organization Name
Address
Phone Number
E-mail address

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