

## Creating a Curriculum Vitae (CV)

### PURPOSE – What is a Curriculum Vitae?

A Curriculum Vitae (CV), is a detailed synopsis of your educational and academic backgrounds and is used primarily when applying for academic, education, scientific or research positions. A CV may also be required when applying to some graduate schools, fellowships, and/or grants. It is important to note that if you are applying to a job abroad, the term CV usually means the same thing as your resume – meaning that you don't have to refer to this handout but rather our 'Building a Resume' handout.

A well-constructed Curriculum Vitae (2+ pages) will help you to:

- Market your academic, educational, research and/or teaching experiences
- Present relevant publications, presentations, awards, honors and affiliations
- Show that you are a qualified candidate

### DRAFTING YOUR CV

What to include:

- Contact Information – name, address, telephone number, email
- Summary Statement (optional) – briefly summarize highlights from your CV
- Education – list all undergraduate and graduate institutions that you have attended, relevant activities, and theses/dissertations in reverse chronological order
- Relevant Experiences – list all position details in reverse chronological order
- Relevant Community Service Experiences
- Fellowships/Awards
- Teaching Experience
- Research Experience
- Licenses/Certification
- Publications/Books
- Presentations
- Professional Affiliations
- Relevant Skills

### DO YOUR RESEARCH

Get to know your industry. Conduct online research, talk to people in the field and pay close attention to the skills, coursework and experience your industry needs. What are the *specific* skills and experiences listed for this particular position? How can you target and tailor your CV to meet these specifics?

### CREATE SOMETHING VISUALLY APPEALING

- Balance white space with text, and make sure margins are no smaller than .5 inches.
- Emphasize information (titles, organizations, etc.), with italics, bold, ALL CAPS, underline or a combination of these. Be consistent and choose easy-to-read fonts, between 10 and 12 points in size.
- Organize your information the way people read – left to right and top to bottom.

- Many CVs will be submitted electronically, so don't use complicated fonts or formatting that will be lost or jumbled when sent from Mac to PC or vice versa.
- For printed CVs, use white or off-white high-quality paper (e.g., 80 lb. linen).
- Don't use templates!

## **BEFORE YOU SEND IT OUT**

- Proofread, proofread, proofread! Have two other sets of eyes proof your CV before you submit it.
- Have your CV reviewed by the Career Center.
- Use your network to have your CV reviewed by someone in the industry.
- Review your final draft with a critical eye – make sure all of your CV statements are positive, accomplishment-oriented and truthful. Facts can be easily checked from past employers.
- Keep track of the CVs you create in a computer file-folder.

## **RESUME VERSUS CV: SIMILARITIES AND DIFFERENCES**

### **SIMILARITIES:**

- Both CVs and resumes present contact information, education, relevant coursework, and information about paid and unpaid experiences.
- Both CVs and resumes target your skills and strengths to match the position and organization.
- Both CVs and resumes should include action verbs.
- Both CVs and resumes utilize a reverse chronological format.
- Neither CVs nor resumes include references. If references are requested, these should be included on a separate sheet of paper.

### **DIFFERENCES:**

- A CV is a comprehensive biographical statement (2+ pages) emphasizing educational and professional experiences whereas a resume is a concise document (1 page) highlighting your strengths and accomplishments relevant to a given position.
- A CV is reading intensive whereas a resume is commonly read in 30 seconds.
- A CV is a common format used in the US by those working in education, counseling, think tanks, science, and select research and development groups whereas a resume is a format used by anyone seeking a position in most fields.

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## Professional Objective

A research position in computer and applied mathematics.

## Computer Skills

*Software Development:* Extensive knowledge of C, C++, and PHP; data communications/networking; database and design support software; UNIX; Java; JavaScript

*Hardware Development:* Experienced in design, testing, quality assurance, systems integration, reliability, and field engineering of computer systems and subsystems and include CPUs, memory systems, power supplies, power distribution systems, storage devices, and storage subsystems.

*Networks:* OSI; CICS; frame relay; satellite multiple access techniques.

## Qualifications

- Expert knowledge of mathematical theories of dynamical systems
- Knowledge of the application of computer decision-making models in the medical sciences
- Full knowledge of software and hardware available for research in the natural sciences
- Strong analytical, conceptual and organizational skills
- High values placed on teamwork, flexibility, and quality interpersonal communication

## Education

B.A., 2015, Lewis & Clark College, Portland, OR; Major: Computer Science & Mathematics; GPA: 3.9 (4.0).

## Honors and Awards

Member, Lewis & Clark College Pamplin Society, 2011-2015  
Alumni Leadership Award, Lewis & Clark College, 2012-2015

*Created by Emma Hoch-Schneider, Peer Career Advisor (2016)*

←HEADING:  
Make your name  
and contact  
information  
prominent.

←OBJECTIVE,  
SKILLS, AND  
SUMMARY OF  
QUALIFICATIONS  
:

This section  
highlights specific,  
not generic, skills  
and qualifications  
relevant to the  
position.

←EDUCATION:  
This example shows  
a simple way to  
present the college,  
your degree, honors  
and awards, and  
related coursework.  
A capstone, thesis or  
senior project can be  
included if your  
major had one.

### ***Related Courses***

Theory of Computing  
Discrete Structures  
Operating Systems  
Simulation  
Information Systems  
Artificial Intelligence  
Differential Equations

Compiler Designs  
Topology  
Theory of Algorithms  
Mathematical Logic I, II  
Real Analysis I, II  
Representation and Memory

### **Work Experience**

*Consultant*, January 2015 - current. Oregon Health & Science University, Portland, OR.

- Advise clients in creative use and application of technology to improve service to customers
- Provide excellent customer service while advancing software and hardware development skills

*Research Assistant*, Computer Science Department, Lewis & Clark College.

- Under Dr. Jeff Ely, August 2012-December 2013.
- Evaluate test data on the performance of the Space Shuttle X.
- Researched systems for more efficient data reduction and analysis.
- Improved algorithms for signal processing and analysis.

### **Publications**

M. Magby. "New algorithms for signal processing and analysis." *Journal of Computer and System Science* 310 (2013) 515-520.

\_\_\_\_\_. "Numerical solutions of boundary value problems." *Lewis & Clark College Journal of Computer Science* 1 (2012) 110-112.

### **Professional Associations**

National Society of Computer Scientists  
Intel Student Computer Professionals

*Created by Emma Hoch-Schneider, Peer Career Advisor (2016)*

←WORK  
EXPERIENCE:  
Use action verbs to describe your experience. State specific accomplishments and quantify measurable results with numbers.

←  
PUBLICATIONS:  
In a CV, you should include publications where you have been published in journals, books, etc.

←  
PROFESSIONAL  
AFFILIATIONS:  
Include affiliations relevant to your targeted program / career.

## Morgan Smith

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### EDUCATION

Bachelor's of Arts, Psychology Expected Graduation: May 2016  
Lewis & Clark College, Portland, OR  
Thesis: *Music and its effect on infant development and IQ.*

### TEACHING EXPERIENCE

**Teaching Assistant** August 2013-Present  
Psychology Department, Lewis & Clark College, Portland, OR

- Assist professor in teaching introductory undergraduate psychology courses to over 60+ students
- Organize group work and field experiments to promote hands on learning

**Volunteer Reader** August 2012-2014  
Start Making a Reader Today, Portland, OR

- Supervised instruction of 25+ elementary students in reading and writing
- Guided and motivated a variety of students from diverse backgrounds

### RESEARCH EXPERIENCE

**Research Assistant** August 2014-Present  
Psychology Department, Lewis & Clark College, Portland, OR

- Conduct research on the positive factors that contribute to the success of college-aged undergraduate students in a university setting
- Helped to write a grant aimed to fund student-faculty research opportunities at Lewis & Clark College

### OTHER EXPERIENCE

**Workshop Coordinator** August 2015-Present

- Womyn's Center, Lewis & Clark College, Portland, OR
- Collaborate with members of the Womyn's Center to organize and arrange workshops regarding female sexuality and development
- Develop marketing materials to promote workshops to students resulting in a 15% increase in workshop attendance
- Create and present various workshops on women self-esteem issues

←TEACHING EXPERIENCE:  
This section highlights specific teaching experiences that may be applicable to a graduate school application.

←ROOM FOR VARIATION:  
Order your CV depending on the organization, field, and position that you are applying for. This CV includes teaching and research experience.

**Resident Advisor**

August 2013-May 2015

Lewis &amp; Clark College, Portland, OR

- Served as administrator in residence hall for first-year students
- Enforced college policies and developed and presented educational programs to residents
- Participated in leadership training and in recruitment and selection of new Resident Assistants

**Counseling Intern**

August 2014-May 2015

Human Services Department, City of Portland, Portland, OR

- Provided counseling and case management to a diverse array of clientele
- Created support group for Spanish speaking single mothers
- Managed case load of forty to fifty cases
- Worked directly with Spanish speaking women and their children who were victims of domestic abuse and violence

**PRESENTATIONS**

Smith, M. (2015). *Music and its effect on infant development*. Presented at the Oregon Psychology Conference, Salem, OR.

Smith, M. (2015). *Barriers to Health and Well Being Among Latina Women in the US*. Presented at the Latino Health Conference, Los Angeles, CA.

**AWARDS**

Research in Psychology Award, Lewis &amp; Clark College

January 2016

- Awarded to one undergraduate student for outstanding research performance in fields of psychology and biology

Dean's Scholarship Award, Lewis &amp; Clark College

January 2014-Present

**LANGUAGES**

- Native Speaker- Spanish
- Intermediate Level- Arabic
- Beginner Level- Chinese

**COMPUTER SKILLS**

- Expert with Microsoft Office including Word, Excel, Access and PowerPoint
- Proficient with Stata 11 and FileMaker Pro

←

**PRESENTATIONS:**  
Include any presentations relevant to your field.

← **TARGET YOUR CV**

If the position that you are applying for specifically asks for computer skills, foreign languages, etc, include that information in your CV. This is especially important as many organizations now scan applications electronically for "key words."

## REFERENCES

Greta Binford  
Associate Professor of Biology  
Lewis & Clark College  
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Louis Kuo  
Professor and Chair of Chemistry  
Lewis & Clark College  
503-768-7535  
[kuo@lclark.edu](mailto:kuo@lclark.edu)

Benjamin Smith  
Director of Division of Endocrinology  
Oregon Health and Science University  
503-494-8642  
[smith@ohsu.edu](mailto:smith@ohsu.edu)

Note: This student selected two academic references and an employment reference who was her internship supervisor. Three references are usually sufficient. Choose references who know you well and who can speak to your academic accomplishments, skills, work ethic and achievements. Always get permission prior to using someone as your reference and make sure you send your reference a copy of your CV.

References go on a separate page from your CV. There is no need to have “references available on request” on your CV – this is a given.

## WEB RESOURCES FOR CV WRITING

UC Berkeley’s Advice on Creating a CV:  
<http://career.berkeley.edu/Phds/PhDCV.stm>

How to Write a Statement of Teaching Philosophy:  
<http://gradschool.cornell.edu/career-services/teaching-philosophy-statement>

## ACTION VERBS

Achievement	Analysis/	Assistance	Communication	Creation &	Negotiation
Advanced	Problem	Advised	Addressed	Development	Advised
Assured	Solving	Assisted	Advertised	Acted	Advocated
Bolstered	Abstracted	Bolstered	Answered	Adapted	Arbitrated
Eliminated	Analyzed	Collaborated	Briefed	Authored	Bargained
Encouraged	Appraised	Contributed	Communicated	Bolstered	Expedited
Enhanced	Assessed	Consulted	Corresponded	Built	Facilitated
Expanded	Briefed	Cooperated	Debated	Charged	Lobbied
Facilitated	Clarified	Enlisted	Explained	Clarified	Mediated
Fostered	Compared	Facilitated	Expressed	Composed	Merged
Generated	Correlated	Fostered	Facilitated	Conceived	Motivated
Guaranteed	Critiqued	Helped	Interpreted	Corrected	Negotiated
Identified	Debated	Participated	Interviewed	Created	Persuaded
Improved	Defined	Referred	Lectured	Designed	Promoted
Increased	Determined	Served	Listened	Developed	Reconciled
Inspired	Diagnosed	Strengthened	Narrated	Devised	Solved
Mastered	Dissected	Supported	Prepared	Discovered	
Maximized	Evaluated	Sustained	Presented	Drafted	
Motivated	Examined		Publicized	Eliminated	
Obtained	Identified		Recorded	Established	
Overcame	Interviewed		Responded	Expanded	
Promoted	Investigated		Spoke	Expedited	
Reduced	Judged		Wrote	Initiated	
Restored	Maintained			Innovated	
Stimulated	Mapped			Instituted	
Strengthened	Monitored			Integrated	
Upgraded	Observed			Introduced	
	Perceived			Invented	
	Ranked			Launched	
	Read			Modified	
	Reasoned			Originated	
	Related			Perceived	
	Researched			Performed	
	Reviewed			Planned	
	Screened			Prioritized	
	Scanned			Produced	
	Solved			Promoted	
	Studied			Proposed	
	Summarized			Recommended	
	Synthesized			Reduced	
	Verified			Refined	
	Visualized			Revamped	
				Set	
				Shaped	
				Simplified	
				Strengthened	
				Upgraded	



Operations	Organization	Persuasion	Service	Supervision/ Management	Teaching/ Counseling
Adjusted	Accumulated	Aided	Assisted	Administered	Adapted
Adapted	Assembled	Advertised	Attended	Allocated	Advised
Bolstered	Built	Auctioned	Cared (for)	Approved	Advocated
Clarified	Catalogued	Bolstered	Catered	Arranged	Aided
Corrected	Clarified	Enlisted	Delivered	Assigned	Assessed
Eliminated	Coordinated	Facilitated	Entertained	Authorized	Assisted
Expedited	Correlated	Helped	Facilitated	Coached	Briefed
Facilitated	Detailed	Improved	Furnished	Conducted	Charged
Fixed	Developed	Led	Listened	Decided	Clarified
Implemented	Facilitated	Maintained	Maintained	Delegated	Coached
Installed	Filed	Motivated	Prepared	Directed	Communicated
Performed	Gathered	Negotiated	Procured	Dispatched	Conducted
Prepared	Graphed	Persuaded	Provided	Distributed	Consulted
Prioritized	Identified	Promoted	Satisfied	Educated	Coordinated
Produced	Inspected	Purchased	Served	Encouraged	Demonstrated
Programmed	Located	Raised	Supplied	Enforced	Educated
Promoted	Maintained	Recommended		Evaluated	Empathized
Ran	(records)	Recruited		Executed	Guided
Reduced	Mapped			Exercised	Helped
Repaired	Met			Expedited	Implemented
Serviced	(deadlines)			Facilitated	Improved
Set	Methodized			Fired	Influenced
Transported	Obtained			Followed	Informed
Upheld	Planned			(through)	Inspired
Used	Prioritized			Hired	Interpreted
Utilized	Processed			Implemented	Investigated
	Programmed			Instructed	Observed
	Reorganized			Led	Perceived
	Reproduced			Maintained	Persuaded
	Retrieved			Managed	Restored
	Revamped			Met	Saved
	Revised			(deadlines)	Shared
	Scheduled			Monitored	Solved
	Set			Motivated	Spoke
	Simplified			Organized	Strengthened
	Solved			Oversaw	Substituted
	Streamlined			Planned	Supported
	Structured			Prepared	Sustained
	Synthesized			Regulated	Taught
	Systemized			Reinforced	Trained
	Updated			Responded	
				Retained	
				Reviewed	
				Scheduled	
				Set	
				Supervised	
				Taught	
				Trained	