



Career Center  
Lewis & Clark College  
[go.lclark.edu/career\\_center](http://go.lclark.edu/career_center)  
503-768-7114

## **HOW TO CREATE A CURRICULUM VITAE (CV)**

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 “How to build a resume” handout.

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

- 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,<br>phone number, email  | position details in reverse<br>chronological order |
| ● Professional objective   | ● Relevant Community Service<br>Experiences        |
| ● Summary Statement (optional) –<br>briefly summarize highlights from<br>your CV   | ● Fellowships/Awards                               |
| ● Education – list all undergraduate and<br>graduate institutions that you have<br>attended, relevant activities, and<br>theses/dissertations in reverse<br>chronological order (earliest first to<br>latest last) | ● Teaching Experience                              |
|  | ● Research Experience                              |
|  | ● Licenses/Certification                           |
|  | ● Publications/Books                               |
|  | ● Presentations                                    |
|  | ● Professional Affiliations                        |
| ● Relevant Experiences – list all  | ● Relevant Skills                                  |

The order of these elements is based on the job requirement specifics, with the most relevant information at the top, after the Contact Information, Professional Objective, and Education sections.

## DO YOUR RESEARCH

Get to know your industry. Conduct online research, talk to people in the field (your professors can help here), 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? Target and tailor your CV to meet these specifics.

## CREATE SOMETHING VISUALLY APPEALING

- Keep things **consistent**. If you write dates in months, do this throughout. If you list experiences as position, company, location-make sure this is done throughout.
- Balance white space with text using lines and blank lines as needed.
- Organize your information the way people read – left to right and top to bottom.
- Make sure margins are no smaller than 0.5 inches, with all the information lined up accordingly to make the document look clean.
- Emphasize information (titles, organizations, etc.), with *italics*, **bold**, ALL CAPS, underline or a combination of these.
- Choose easy-to-read fonts, between 10 and 12 points in size.
- For printed CVs, use white or off-white high-quality paper (e.g., 80 lb. linen).
- Don't use templates! They are difficult to edit in the future.
- Avoid complicated fonts or formatting that will get jumbled when sent between programs.

## BEFORE YOU SEND IT OUT

- Proofread, proofread, proofread! Have two sets of eyes proof your CV before you submit it.
- Make an appointment or stop by drop-in hours with the Career Center to have your CV reviewed by professionals and trained peers.
- Use your network to have your CV reviewed by someone in the industry if possible.
- Review your final draft with a critical eye. Make sure all of your CV statements are positive, accomplishment-oriented and truthful. Keep in mind that facts can be easily checked from past employers.
- Keep track of the CVs you create in a computer file-folder or in your Google Drive.
- Submit and good luck!

## **RESUME VS. 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 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 or less.
- 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.

## **SAMPLE REFERENCES PAGE**

(Use the heading from your resume which includes your name & email)

### **REFERENCES**

Format for reference listings:

First and last name

Title

Organization

Phone number

Email

Greta Binford

Associate Professor of Biology

Lewis & Clark College

503-768-7653

[binford@lclark.edu](mailto:binford@lclark.edu)

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 & Sciences University

503-494-8642

[smith@ohsu.edu](mailto:smith@ohsu.edu)

### **References tips**

- Three references are usually sufficient. This student selected two academic references and an employment reference who was her internship supervisor.
- 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 resume. It is best practice to give a reference a minimum of 2 weeks' notice if putting them as a reference and a months' notice if you would like a written reference letter.
- References go on a separate page from your CV. You do not need to have "references available on request" on your CV, as this is a given.

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

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

# Skye Blue

6 GoldenPond Passage, Corte Madera, CA 94925  
Phone: 503.209.XXXX E-mail: [skyebblue@gmail.com](mailto:skyebblue@gmail.com)

## PRIMARY RESEARCH INTERESTS

Marine conservation behavior. Community conservation.

## EDUCATION

Bachelor of Arts, Lewis & Clark College, Portland, Oregon May 20XX  
Majors: Biology GPA: 3.2/4

- East Africa Study Program, Kenya & Tanzania
- Tropical Ecology Study Abroad Program, Costa Rica & Nicaragua Winter: 20XX-XX
- Leadership & Service Award 20XX-20XX
- Best oral presentation, Third Place, Duke Conservation Science Conference 20XX-20XX

## RELEVANT COURSEWORK

Regional Studies in Biology: Kenya & Tanzania	Evolution
Tropical Ecology	General Chemistry I & II
Investigations in Molecular Biology	Organic Chemistry I & II
Investigations in Ecology & the Environment	Ecology
Investigations in Genetics & Evolution	Marine Biology
Animal Behavior	Conservation Biology

## RESEARCH EXPERIENCE

**Lab Director, Eileen Hebets' Lab**, UC Berkeley June-Oct. 20XX

- Managed and directed top-level research on wolf spider mating behavior. Lead research professor was minimally involved. Duties included monitoring lab work of three lab workers, ensuring that all experiments were completed, spider husbandry, and troubleshooting any problems. Packed and shipped all contents of lab, experiments and live specimens.

**Thesis Research Project**, Lewis & Clark College, Portland, OR Sept. 20XX- May 20XX

- Successfully completed senior thesis to investigate reasons for decreased conifer regeneration in Portland's forested urban parks. Developed and executed intensive investigation of six aspects of forest ecology including seed rain analysis, predator exclusions, seed predation, and seed viability tests.

**Researcher, Bermuda Biological Station for Research** August 20XX

- Conducted independent project on asymmetrical eye-use in the common octopus, *Octopus vulgaris*. Designed, performed, and analyzed field experiments to test predatory behavior based on eye preference. Presented at Western Society of Naturalists and annual meeting in California.

**Independent Researcher, Southwestern Research Station**, Portal AZ May-June 20XX

- Conducted an in-depth research project on owl nesting behavior in human impacted areas and non-impacted areas in the Chiricahua Mountains in southeastern Arizona.

**Research Assistant, Dr. Kenneth Clifton**, St. Croix, U.S. Virgin Islands Summer 20XX

- Investigated the triggers of seaweed sexual reproduction. Conducted additional independent research projects with coworker on symbiotic relationship of shrimp species and host urchin (NSF #0082XX).

**Independent Researcher, Costa Rica**

Winter 20XX

- Conducted independent research on native bird behavior in four disturbed and undisturbed rainforest habitats. Presented findings at the La Suerte Field Station meeting.

**Field Worker, The Nature Conservancy, Santa Cruz Island, California**

Spring Break 'XX, 'XX

- Contributed ongoing research project assessing the abundance of alien plant species due to the introduction of the feral pigs and nonnative golden eagles. Gained skills in completing quadrant surveys, plant identification, and assessing the ecosystem-wide effects of introduced species.

**Field Assistant, Arusha, Tanzania**

September 20XX

- Learned to recover birds from mist nets. Tagged and measured caught birds contributed to a long-term Tanzanian bird census.

**SUPPORTING EXPERIENCE**

**Naturalist, YMCA Pt. Bonita, Marin Headlands, CA**

Oct. 20XX to Present

- Plan and implement weeklong nature exploration, hiking, group challenges for groups of ten to twelve 6th graders.

**Teacher, Science Adventures, Marin Country, CA**

Oct. 20XX to Present

- Lead 15 elementary school students in scientific inquiry and discovery. Prepare, plan, and coordinate lesson plans on a variety of topics from chemistry to marine biology.

**Animal Care Specialist, Marine Mammal Center, Sausalito, CA**

Oct. 20XX to Present

- Administer medication and food to injured marine mammals. Ensure cleanliness, sanitation and behavior of animals in captivity. Completed all offered education and training courses.

**Student Coordinator, Summer Application Institute, San Rafael, CA**

August 20XX

- Acted as adult/student liaison for group of 50 disadvantaged high school students in an intensive college preparatory and financial aid course through Marine Education Fund. Utilized bilingual, interpersonal, and organizational skills in order to ensure the program ran smoothly.

**Developer, "Filled with Life Learning Project" Portland, OR**

Sept. 20XX- May 20XX

- Conceptualized, initiated, and facilitated biology field research projects in the classroom and the field in order to assess the health of the ecosystem. Recruited and trained college student mentors to aid in fostering scientific inquiry in children.

**Coordinator, Earth Day, The City Repair Project, Portland, OR**

Feb.-Apr. 20XX

- Planned and directed "Kids Village" in weekly meetings culminating with the Earth Day celebration. Conceptualized community mural project, planned Kid's Parade and educational art projects related to the environment.

**ABSTRACTS**

Blue, S. 2005. "No sign of the next generation: Investigation of decreased Western Hemlock (*Tsuga heterophylla*) seedling in urban forests of Portland, OR." [Student Conference on Conservation Science, Duke University, 2006] [OHSU Northwestern Undergraduate Science Conference, 2005] [Society for Conservation Biology Annual Meeting, Planned June 2006].

Blue, S. Noedl, M. Burne, R. 20XX. "asymmetrical eye use in prey capture and vigilance behavior of *Octopus vulgaris*." [Western Society of Naturalists, Annual Meeting, Planned June 2006].

Blue, S. Noedl, M. Burne, R. 2004. "Asymmetrical eye

**GRANTS**

- Research Grant Recipient Student Academic Affairs Board  
"Native Bird Behavior in Tropical Forest"