

# What is a Curriculum Vitae?

- Curriculum Vitae (CV)
- Resume vs. CV (academic achievement)
- Your CV is a living document
- A CV is your academic identity

# What is on a CV?

- Name and Address
- Education
- Areas of Research Interest
- Fellowships and Awards
- Teaching Experience
- Research Experience
- Presentations Publications and
- Works in Progress (Publications)
- Related Professional Experience

# Beginning your CV...

- Create a list of your presentations, conferences, and publications, research, volunteering, honors or awards
- Discuss with your faculty mentor what your short and intermediate goals and objectives are
- Get a copy of the standard CV format for your institution or discipline and add specifics
- Explore the option of courses, research projects, workshops and lectures you can attend to enhance skills in a particular area

# Details of CV...

- Incomplete sentences
  - Presents your information as clearly and concisely as possible
  - Allows reader to see what you have accomplished in a rapid manner
- Consistency
  - Allows for clearer communication and easy readability
  - Verb usage
  - Be strategic with bullet points, dates, headers, font and spacing
  - Chronological order

# Name and Address

- Current Contact Information
  - Full Name
  - Address (Present and Permanent)
  - Phone Number
  - Email
  - Remember to have no errors!

# Education

- Chronological Order
  - Current Institution (No Abbreviations)
  - Expected Graduation Date (Month and Year)
  - Location

# Areas of Research Interest

- What are your research interests?
- How are they described in your discipline?
  - Theory
  - Methodology
  - Pedagogy

# Honors, Awards and/or Fellowships

- Chronological order
- Honors received from different organizations, institutions, programs, academic achievement



# Teaching Experience

- Chronological order
- Date and Period of Position
- Job title
- Major duties /Research work/achievements

# Research Experience

- Chronological order
- Date and Period of Position
- Job title
- Major duties /Research work/achievements

# Presentations and Publications

- Chronological order
- Conference Presentations\Workshops\Class presentations related to your research
  - Oral
  - Posters
  - Proper citation for your discipline
- Publications in a Academic Journal, Journal Article, Abstracts

# Related Professional Experience

- Chronological order
- Volunteer Experience
  - Community
  - Institution
- Professional Affiliations
  - Memberships

# Example CV in Sciences

Name  
Address  
Phone and Email

## EDUCATION

Expected Jun. 2011 **University of California at Santa Barbara**  
Bachelor of Science Chemistry, Emphasis: Organic Chemistry  
Cumulative GPA: 3.60 Major GPA: 3.80

## RESEARCH EXPERIENCE

Jan. 2009- Research Assistant for Dr. Thomas R. R. Pettus, Department of Chemistry and Biochemistry, University of California, Santa Barbara

- Current research revolves around the first total synthesis of biologically active natural product  $\beta$ -rubromycin and total synthesis of  $\gamma$ -rubromycin through a convergent [3+2] oxidative cycloaddition reaction. Also, a versatile and expedient route toward the synthesis of similar occurring, unsymmetrical naphthoquinone natural products.

## PUBLICATIONS

Wu, K.-L.; Mercado, E. V.; Pettus, T. R. R. "An Unusually Convergent Synthesis of  $\gamma$ -Rubromycin Concluded by a Regioselective Oxidative [3+2] Cycloaddition." *Manuscript in Preparation.*

## PRESENTATIONS

Oct. 1, 2010 Pfizer Inc.- Groton, CT. Global Research and Development: ACS SURF Summer Research Presentation (Poster)

- "Progress Towards the Total Synthesis of  $\beta$ -Rubromycin"

Aug. 19, 2010 Pfizer Inc.- La Jolla, CA. Academic and Industrial Relations Diversity Research Presentation (Oral)

- "Progress Towards the Synthesis of  $\beta$ -Rubromycin and Unsymmetrical Naphthoquinone Natural Products"

Aug. 12, 2010 University of California, Santa Barbara Summer Research Poster Colloquium (Poster)

- "Synthetic Progress Toward Telomerase Inhibitor:  $\beta$ -Rubromycin and Analogous Unsymmetrical Naphthoquinone Natural Products"

May 20, 2010 University of California, Santa Barbara Undergraduate Research and Creative Activities Colloquium (Poster)

- "Synthetic Approach Toward Telomerase Inhibitor: Beta-Rubromycin and Structurally Similar Unsymmetrical Naphthoquinone Natural Products"

Mar. 24, 2010 American Chemical Society 239<sup>th</sup> National Meeting & Exposition. San Francisco, CA, (Poster)

- "Synthetic Approach Toward Unsymmetrical Naphthoquinone Natural Products: Christazarin, Echinochrome A, Echinamine B and  $\beta$ -Rubromycin"

Mar. 13, 2010 University of Maryland National Research Conference: McNair Scholars and Undergraduate Research (Oral)

Aug. 13, 2009 University of California, Santa Barbara Summer Research Poster Colloquium (Poster)

- "Synthetic Approach Toward  $\beta$ -Rubromycin and Unsymmetrical Naphthoquinone Natural Products"
- "Synthetic Approach Toward Unsymmetrical Naphthoquinone Natural Products: Christazarin, Echinochrome A and Echinamines B"

## HONORS AND AWARDS

Jun. 2010 - Sept. 2010 American Chemical Society: Division of Organic Chemistry Summer Undergraduate Research Fellowship: \$5,000

- One of fifteen competitive fellowships awarded to talented undergraduates throughout the United States who have been nominated by their departments and selected by an evaluation committee. These fellowships provide support for undergraduates in organic chemistry to carry out research at their respective colleges/universities in the summer between their junior and senior year.

Sept. 2009 - Jun. 2010 Pfizer AIR Diversity Research Fellowship in Organic Chemistry: \$ 15,000

- One of two fellowships awarded nationally to underrepresented students to promote organic chemistry research.

Mar. 2009- McNair Scholars Program: University of California, Santa Barbara

- The goals of the program are to increase the number of first-generation, low-income and/or underrepresented students in PhD programs, and ultimately, to diversify the faculty in colleges and universities across the country.

## ASSOCIATION AND MEMBERSHIPS

American Chemical Society

# Example CV in Social Sciences

## EDUCATION

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Expected May 2015	UNIVERSITY OF SOUTHERN CALIFORNIA <i>Ph.D. in Sociology, Graduate Certificate in Gender Studies</i>	Los Angeles, CA
March 2011	UNIVERSITY OF CALIFORNIA, SANTA BARBARA <i>Bachelor of Arts in Sociology, minor in LGBTQ Studies</i> <ul style="list-style-type: none"><li>• Highest Honors</li><li>• Summa Cum Laude, Department of Sociology</li><li>• Dean's Honors, Five Quarters</li><li>• GPA: 3.95</li></ul>	Santa Barbara, CA
June 2009	SANTA BARBARA CITY COLLEGE	Santa Barbara, CA

## TEACHING EXPERIENCE

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Spring 2011	UNIVERSITY OF CALIFORNIA, SANTA BARBARA <i>Teaching Assistant – Introduction to Sexuality Studies</i> <ul style="list-style-type: none"><li>• Assisted in development of course syllabus</li><li>• Facilitated class discussion and lecture</li><li>• Responsible for reviewing students' work and assigning grades</li></ul>	
Sept-Dec 2010	SANTA BARBARA CITY COLLEGE <i>Reading Assistant – Introduction to Sociology</i> <ul style="list-style-type: none"><li>• Responsible for reviewing students' work and assigning grades</li></ul>	
June-July 2010	SANTA BARBARA CITY COLLEGE <i>Teaching Assistant – Sociology of Sex and Gender</i> <ul style="list-style-type: none"><li>• Assisted in development of course syllabus</li><li>• Held office hours to assist students in understanding course material</li><li>• Reviewed students' work and assigned grades</li><li>• Delivered lecture on the household division of labor and gendered socialization</li></ul>	
April 2010	SANTA BARBARA CITY COLLEGE <i>Guest Lecturer – Intro to Social Research</i> <ul style="list-style-type: none"><li>• Delivered guest lecture on research methods and Division of Childcare Labor in Gay Male Partnerships</li></ul>	

## RESEARCH EXPERIENCE

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June 2011 - August 2011	USC PHD STUDENT SUMMER INSTITUTE <i>University of Southern California</i> <ul style="list-style-type: none"><li>• Performed research under the guidance of Dr. Timothy Biblarz including literature review, survey creation, coding, and analysis of data.</li></ul>	Los Angeles, CA
Jan 2010 - March 2011	MCAIR SCHOLARS PROGRAM <i>University of California, Santa Barbara</i> <ul style="list-style-type: none"><li>• Performed research under the guidance of Dr. Beth Schneider including literature review, conducting in-depth interviews, transcribing, coding, and analysis of data.</li></ul>	Santa Barbara, CA
Dec 2010 -	RESEARCH ASSISTANT	New York, NY

March 2011	W.W. Norton & Company, Inc. <ul style="list-style-type: none"><li>• Collected new data for third edition of Kerry Ferris and Jill Stein's <i>The Real World, an Introduction to Sociology</i></li><li>• Wrote new narratives to reflect changes in data</li></ul>	
July-Aug 2010	RESEARCH ASSISTANT <i>University of California, Santa Barbara</i> <ul style="list-style-type: none"><li>• Assisted Dr. Maria Charles with her research on mother to daughter transmission of aspirations in personal service work</li><li>• Collected relevant literature, created annotated bibliography and tabulated data</li></ul>	Santa Barbara, CA

## RESEARCH PRESENTATIONS

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August 2011	AMERICAN SOCIOLOGICAL ASSOCIATION ANNUAL MEETING <i>Sexualities Roundtable: Division of Childcare Labor in Gay Male Partnerships</i>	Las Vegas, NV
August 2010	SUMMER UNDERGRADUATE AND GRADUATE RESEARCH COLLOQUIUM <i>University of California, Santa Barbara</i> <ul style="list-style-type: none"><li>• Displayed research in poster presentation: <i>Division of Childcare Labor in Gay Male Partnerships</i></li></ul>	Santa Barbara, CA
June 2010	16TH ANNUAL SAEOPP MCNAIR RESEARCH CONFERENCE <i>Georgia State University and Morehouse College</i> <ul style="list-style-type: none"><li>• Oral Presentation: <i>Division of Childcare Labor in Gay Male Partnerships</i></li></ul>	Atlanta, GA
May 2010	UCSB COLLOQUIUM ON UNDERGRADUATE RESEARCH <i>Undergraduate Research and Creative Activities</i> <ul style="list-style-type: none"><li>• Displayed research in poster presentation: <i>Division of Childcare Labor in Gay Male Partnerships</i></li></ul>	Santa Barbara, CA

## RELATED EXPERIENCE

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Jan 2008 - Aug 2011	CITRIX ONLINE <i>Training Program Manager</i> <ul style="list-style-type: none"><li>• Manage support readiness training programs</li><li>• Project management for product releases</li><li>• Develop and facilitate online seminars for large audiences</li><li>• Perform ongoing learning needs analysis of internal and external customers</li></ul>	
Sept 2010	UNDERGRADUATE RESEARCH INFORMATION PANEL <i>Panelist</i> <ul style="list-style-type: none"><li>• Presented on research experience and answered incoming freshman and transfer students' questions</li></ul>	Santa Barbara, CA
March 2005 - Jan 2008	PACIFIC CAPITAL BANCORP <i>Curriculum Designer &amp; Senior Training Officer</i> <ul style="list-style-type: none"><li>• Develop training using instructional design models</li><li>• Deliver lectures and seminars on financial regulations and compliance</li></ul>	

## VOLUNTEER EXPERIENCE

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June 2010 - Dec 2010	TRANSITION HOUSE <i>A Family Homeless Shelter</i> <ul style="list-style-type: none"><li>• Volunteer bi-monthly</li><li>• Preparation of lunches and assist with setup of evening meals for residents</li></ul>	
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## HONORS AND AWARDS

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June 2011	SUMMA CUM LAUDE <i>Received the Summa Cum Laude award from the UCSB Sociology Department</i>	
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# Example CV in Social Sciences

- June 2011      **SCHOLAR'S AWARD**  
*Nominated by Dr. Beth Schneider for outstanding academic achievement*
- January 2010 -      **MCNAIR SCHOLAR**  
March 2011      *UC Santa Barbara – A TRIO Program*
- March 2011      **ACADEMIC EXCELLENCE AWARD**  
*UC Santa Barbara Letters & Science Honors Program*
- DEAN'S HONORS**  
*UC Santa Barbara Letters & Science Honors Program*  
*Fall 2009, Winter 2010, Spring 2010, Fall 2010, Winter 2011*
- March 2011      **HIGHEST HONORS**  
*Completion of Undergraduate Curriculum in Top 2.5 percent of class*