



# CURRICULUM VITAE (CV) PACKET

## Center for Career and Professional Development

### What is a curriculum vitae (CV)?

A CV is a document used in academia that will outline accomplishments, experiences and information pertaining to your career.

### What is the difference between an international CV and a United States CV?

In many other countries a “CV” is equivalent to what the United States refers to as a resume. You need to make sure that when applying to jobs you consider what type of document an employer is requesting.

### *Curriculum Vitae (CV) Vs. Resume*

	Curriculum Vitae (CV)	Resume
<b>Purpose and Use of Document</b>	Primarily used when applying to academic, educational, scientific, or research positions. These documents are also sometimes used to apply to PhD programs, fellowships or grants.	Primarily used when applying to industry job postings, internships, part time jobs, or non-academic jobs.
<b>Font</b>	12 point font, for standard text 14-16 point font, for your name	10-12 point font, for standard text 14-16 point font, for your name
<b>Margins</b>	1.0” top, bottom, left and right	.5”-1.0” top, bottom, left and right
<b>Length</b>	Usually at least two to three pages but can be longer depending on how far you are into your career.	Most of the time 1 page is a good rule of thumb unless you have an extensive work history.
<b>Content</b>	CV’s include every accomplishment you have experienced in academia; examples of categories that you should include are - education and academic background, teaching/research experience, publications, presentations, awards, honors, professional affiliations, grants and other scholarly categories.	Resumes should include any relevant experience that pertains to the position you are seeking. Examples of categories - education, employment history, leadership experience and skills.
<b>Name/ Contact Information</b>	Place name at top and make sure to center it.	Place name at the top. Right, left and center justified are all acceptable.
<b>Education</b>	Always list education as the first category in the CV and include your dissertation/thesis title.	Always list education first unless you have 7-10+ years full-time work experience that is more relevant to the job you are pursuing.

## **Name (14pt -16pt font)**

Postal Address

Phone Number

Professional Email Address

### EDUCATION

#### **Doctor of Philosophy of Degree Concentration**

Month and Year Received

Dissertation/Thesis Title

Dissertation/Thesis Chairperson

Clemson University

City, State

#### **Master of Science/Art of Degree**

Month and Year Received

Thesis (If Applicable)

GPA: X.X/4.0

Institution

City, State

#### **Bachelor of Art/Science of Major**

Month and Year Received

Minor (If Applicable)

GPA: X.X /4.0

Institution

City, State

### RESEARCH INTERESTS

List topics you are interested in researching and remember to include language being used in the field.

### (RESEARCH/TEACHING/CLINICAL/PROFESSIONAL/SUPERVISORY) EXPERIENCE

**Title**

Date Range

Institution

City, State

Write 3 to 4 complete sentences outlining your responsibilities. Always use present tense if this experience is taking place in the present and past tense if this experience occurred in the past.

### PUBLICATIONS

This section should be formatted in your field's citation style (APA, MLA, Chicago or etc); always bold your name within formatting to indicate your level of involvement. Remember to make a note if this publication is still pending.

### PRESENTATIONS

This section should be formatted in your field's citation style (APA, MLA, Chicago or etc); always bold your name within this formatting to indicate your level of involvement. Remember to make a note if this presentation is still pending.

### OTHER EXPEREINCE

**Title**

Month and Year Range

Name of Company

City, State

This section is here to help you demonstrate all professional and nonprofessional experiences outside of your field that you wish to indicate.

## Name

Page 2 of 2

### INVITED LECTURES

**Title**

Institution

Month and Year

City, State

### GRANTS/FELLOWSHIPS

**Name of Fellowship/Grant**

Association/Institution/Organization awarded from

Month and Year Range

### HONORS/AWARDS

**Name of Honor/Award**

Association/Institution/Organization awarded from

Month and Year Given

### PROFESSIONAL ASSOCIATIONS

Name of Association

Month and Year Range

### SKILLS

List any skills in order of what most pertains to your field. Skills can be in computer, laboratory, and technical.

### LANGUAGE

List language and then follow up with proficiency levels for writing, reading and speaking.

### LEADERSHIP SERVICE

**Title**

Name of Association/place where community service took place.

Month and Year Range

City, State

### CERTIFICATIONS

**Name of training/certification you received**

Association awarded from

Month and Year Range

# CURRICULUM VITAE (CV) - BREAKDOWN

## HEADING

1. Headers need to have your name, current address, phone number and a professional email address.
2. Your name should be 14pt to 16pt font, the rest of the document can be between 10pt to 12pt font.
3. Email address should be professional; you can never go wrong with listing your school email address.
4. You also can list your permanent address in addition to your current one.
5. On following pages place your name in the middle and page number at the top of the left corner.

## EDUCATION

1. Education should be listed in chronological order.
2. GPA does not need to be listed for a PhD level degree, but you should include information about your dissertation.
3. If you include GPA remember to include the GPA scale (Ex. - 3.00/4.00).
4. You can bold either the institutions you attended or the degrees received.
5. Do not include information from grade school, high school.

### L. Rachel Grad, PhD

5678 Main Street, Seneca, SC 29678

Phone (864) 333-3333 \* Email Student@Clemson.edu

### Grady S. Chool

gcstudent@clemson.edu

Current Address:

University Village Dr. Apt. 999  
Central, SC 29630  
(864) 999-9999

Permanent Address:

222 Woodland Rd.  
Clemson, SC 29634  
(864) 888-8888

### Penelope H. Dean

1234 Highway 99

Clemson, SC 29634

phdstudent@clemson.edu

(864) 555-5555

## EDUCATION

### Clemson University

Doctor of Philosophy Civil Engineering

Research Focus: Transportation Logistics

Clemson, SC

May 2016

### University of Florida

Masters of Industrial Engineering

Research Focus: Teenage Drivers

Gainesville, FL

May 2014

### University of Florida

Bachelor of Science Industrial Engineering

Gainesville, FL

May 2012

## EDUCATION

### Doctor of Marketing

Dissertation/Thesis Title

Dissertation/Thesis Chairperson

Clemson University

Decemeber 2016

Clemson, SC

### Master of Business Administration

Thesis

University of Tennessee

August 2013

GPA: 3.5/4.0

Knoxville, TN

### Bachelor of Arts Business Management

Minor in Math

Maryville College

May 2011

GPA: 3.0/4.0

Maryville, TN

## EXPERIENCE

1. Experiences should be listed from most recent to least recent (Ex. reverse chronological order).
2. Include your position title, name of the institution/company, city and state/country and the month and year you worked there.
3. Your work title should be bolded, italicized, or underlined. One font indicator is enough to make the information stand out on the page.
4. For any current positions, use present tense verbs when describing your experiences.
5. For past positions, use past tense verbs to describe your experiences.
6. Remember to include numbers, percentages and amount of money you have handled when describing your responsibilities in numerical form.
7. Use language in academia and terms included on the job description to help show what you are trying to convey.
8. Your dissertation can be placed under research experience or education.
9. Remember to be consistent with your dates. You should only use seasonal terms (Ex. fall, summer, spring) or list dates by what month you started and ended that experience.

### TEACHING EXPERIENCE

**Graduate Teaching Fellow** Fall 2011 - Present  
Department of English, University of Oregon Eugene, OR  
Teach literature and composition courses, plan courses, design teaching materials, projects, assignments, and evaluate student work for classes ranging from 22 to 40 students. Meet with students, convey written and oral expectations, and course goals.

### RESEARCH EXPERIENCE

**Graduate Research** Fall 2012 - Fall 2014  
Dana-Farber Cancer Institute Boston, MA  
Advisor: Dr. Charles Roberts  
Dissertation Title: Epigenetically Driven Tumor Suppression by SNF5

- Demonstrated that rapid tumor genesis due to SNF5 inactivation is not caused by defects in DNA repair or by genomic instability, but by epigenetic deregulation of target gene expression
- Initiated comparative analysis of tumor microarray data to identify genes specifically deregulated in SNF5-deficient human tumors
- Identified the tumor suppressor BIN1 as a novel SNF5 target gene and showed that aberrant epigenetic silencing of BIN1 contributes to proliferation of SNF5-deficient tumors

### CLINICAL EXPERIENCE

**Psychological Evaluation Trainee** Fall 2013 - Present  
Santa Monica Child Guidance Center Santa Monica, CA  
Supervisor: Bob Lamonta, PhD  
Conduct assessments of children, adolescents and mothers. Present issues include eliminating learning disabilities, clinical depression, ADHD, and oppositional defiant disorder. Duties include: Consultation with parents, teachers, and therapists. Battery administration, scoring and report writing. Attended weekly assessment training seminars.

### SUPERVISORY EXPERIENCE

**Supervisor- Graduate Student Proctors** Fall 2012 - Fall 2013  
Clemson University Clemson, SC  
Supervisor: Dr. Arlene Stewart  
Supervised and trained a group of 20 graduate proctors in conducting and facilitating undergraduate exams. Was responsible for scheduling and advising students when situations arose.

## PUBLICATIONS

1. Address which publications are pending and which ones have been presented.
2. Format this section based on the format used within your field. Ex. APA, MLA, Chicago or etc.
3. Always bold your name within formatting to indicate your level of involvement when there is more than one author.

MLA Example Publication

**Duvall, John N.** "The (Super)Marketplace of Images: Television as Unmediated Mediation in DeLillo's White Noise." *Arizona Quarterly* 50.3 (1994): 127- 53. Print.

APA Example Publication

Stimpson, M. T., & **Janosik, S. M.** (2011). Variability in reported student learning as a result of participating in a student conduct system. *College Student Affairs Journal*, 30(1),19-0.

Pending Publication

Smith, J. L., Jones, B. M., & **Lane K. T.** "Culture, History, and Development on the Qualla Boundary: The Eastern Cherokees and the Blue Ridge Parkway, 1935-40." Pending.

## PRESENTATIONS

1. Address which presentations are pending and which ones have been presented.
2. Make sure to include location, date and where presentation was held. Use the format within your field. Ex. APA, MLA, Chicago or etc.
3. Always bold your name within formatting to indicate your level of involvement when there is more than one author.

MLA Example Presentation

**Palmer, William J.** "Poetry and Place: Mapping the Poetic Voice in the Desert Southwest" NEMLA Conference, Pittsburgh, March 2004.

APA Example Presentation

**Fraser, M. M.** (2013). Loss of Pten Expression in Astrocytes, Developmental Neurobiology Department Seminar Series, Oral Presentation, St. Jude Childrens Research Hospital, Memphis, TN.

Pending Presentation

**Beach, K. A.,** McDonald, A. J., & Riley, D.J. (2011). A Comparison of the Effects of Sleep Deprivation on Cognitive Processing with Native and Non-Native English Speaker. Presentation pending at the and Annual Applied Psychology Conference at Clemson University.

## SKILLS

1. Skills should be anything that pertains to your field.
2. Different skills you can include are computer, language, laboratory or technical.
3. In a language skills section you need to indicate your level of communication from beginner, intermediate, or fluent.
4. Skills should be rank in order of pertinence to the job. (Ex. Most to least)

LANGUAGE SKILLS

English- Native speaker  
French- Fluent in speaking, writing and reading

COMPUTER SKILLS

MATLAB	Maple	Microsoft Word
Microsoft Office	Microsoft Excel	Solid Edge
Microsoft Powerpoint	C Programming	





# COMPETENCIES & YOUR RESUME OR CV

How can your resume or CV reflect the competencies employers are seeking?

Competency & Definition		Give specific examples & quantify where possible
<i>Consider printing a position description &amp; circling the below words and synonyms that appear in it.</i> <i>Bullet points should reflect these words/synonyms.</i>		<i>Club / organization, internship, co-op, part or full-time job, assistantship, Creative Inquiry, research, study abroad, volunteering, special project, etc...</i>
<b>Engagement</b>	<b>Communication</b> Engaging in dialogue that leads to productive outcomes and points of connection by effectively articulating one's self to individuals within and outside of one's industry or area of expertise.	
	<b>Collaboration</b> Developing authentic and mutually beneficial relationships by valuing everyone and taking responsibility for one's role within a team.	
	<b>Leadership</b> Being able to recognize, respect, develop, and capitalize on the unique strengths of individuals from all backgrounds and being an active member in a group that achieves a shared vision.	
<b>Innovation</b>	<b>Adaptability</b> Taking the initiative to further enhance one's skill set and being creative with ways of thinking or approaches that allow for action, reflection, failure, and resilience in an ever-changing world.	
	<b>Analytical Skills</b> Seizing the opportunity for organizational improvement that prompts critical thinking and problem solving by obtaining, processing, and synthesizing information.	
	<b>Technology</b> Employing current and emerging software and tools to solve general and industry-specific challenges.	
<b>Professionalism</b>	<b>Self-Awareness</b> Understanding one's strengths, limitations, emotions, and biases in a variety of situations and articulating how one's interests, skills, and values align with educational and professional goals.	
	<b>Integrity &amp; Ethics</b> Making choices and consistently acting in a manner that displays integrity (following internal principles, morals, and values) and ethics (following external laws, rules, and norms) in personal and professional settings.	
	<b>Brand</b> Demonstrating the continual development of a positive impression or image in every facet of life while seeking feedback from others to ensure congruence between one's intended and perceived reputation.	