



Writing your CV

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+ CV vs. Resume

- A Curriculum Vitae is often confused with a resume

CV	Resume
As long as it needs to be	Length: Short
Area specific: detailed description of experience, education, research, skills	Concise summary: Work history, education, direct experience
Used when applying for academic, scientific, research positions, grad school, grants and fellowships	Non academic or research related jobs



What is a CV why you need one



- Curriculum vitae means “course of one’s life” in Latin
- Keep a running record of what you are doing and what you have done
- Internships, employment, lab placement, graduate school, ?
- Assists you in networking and finding references

+ Your individual CV



- You may change it to fit what you need it for or you may have a few versions...
- There isn't one "right" way to make it so I don't have a template for you
- You will make yours to highlight YOUR strengths and experience to reach YOUR goals



General formatting guidelines



- Keep formatting easy – may have to upload it to a website
- Make it easy to find the most important information
 - Add extra return spaces when you can
- Bullets are okay but very minimally
- Single sided, number pages, your name on each page
- Times New Roman 12point font with **BOLD to highlight important information**
- No graphics, no underlining, no fancy paper

+ Contact Information



- **Full Name (bigger font)**

- Mailing Address

- **Email (use ucsc one) bigger font**

- Phone number(s)

+ What do you include?

■ Possible Headings

- Education
- Honors and Awards
- Lab Skills
- Research Experience
- Volunteer Experience
- Publications
- Presentations
- Professional Affiliations and Activities
- Computer Skills
- Languages
- ???

Remember, always
list most recent stuff
FIRST!



+ Education Section



- MOST RECENT FIRST
- For degrees in progress put “expected date of graduation”
- Degrees/certifications are what’s important, not the time spent
- List your Thesis title (if you have one)

+ Honors and Awards



- MOST RECENT FIRST
- Honors/Award Title (date(s) received)
- Go back through undergraduate only (no high school)
- List scholarships (don't need amount of \$)
- Keep descriptions SHORT
- Write out all acronyms

+ Research or other related professional experience

- LIST MOST RECENT FIRST
- Don't have to have been paid to do it to include it
- Think about relevance to what you are applying to
- List the lab, institution, and principal investigator. Brief description





Extracurricular and Volunteer Experience



- MOST RECENT FIRST
- Keep descriptions BRIEF
- Don't need to list everything – include long term stuff and most relevant stuff...
- If you don't have a separate spot for affiliations you can put student organizations here



Publications and Presentations



- Bold your name in the authorship
- Include the title of the presentation or the publication
- May also include something “pending” or “submitted
- Keep copies of your presentations and publications somewhere on your computer and hardcopy.

+ Skills, languages, etc.



- Include level of competency
 - Verbal: Fluent or conversational
 - Computer or other programming skills: novice or master?
- Lab skills
 - Don't list it if you just did it once or twice – you'll be asked about it
 - Don't list if you watched someone do it but didn't do it yourself
 - This is fair game at an interview

+ Now go take on the world!

