

Curriculum Vitae (CV) Guide

A **curriculum vitae** is used in place of a résumé for articulating an applicant's most **relevant** and **recent experiences** when applying for:

- Science and research-related graduate programs
- Entry-level research positions at institutes and centers
 - Faculty positions at colleges and universities
 - International opportunities

Colgate University
Center for Career Services
Spear House 315.228.7380
www.colgate.edu/careerservices

Résumé or CV: Which is appropriate?

The purpose of a curriculum vitae or CV is similar to a résumé: its objective is to convey an individual's qualifications for a specific professional goal. However a CV includes greater depth and breadth because the fields that typically require a CV — education, research, non-U.S. based jobs, and graduate/professional programs — demand a more comprehensive applicant profile. The key differentiators for CV writing follow.

Whether you need a one-page résumé or a CV also depends on the employer and the position itself. A CV may be required or desired when applying to a role as a research assistant in a lab or clinical setting while a résumé would be more appropriate for marketing assistant position.

Length

The length of a CV is dependent on your **relevant** experience and education. Seniors will usually compose a maximum of two pages; faculty, medical professionals or primary investigators you interact with often accumulate content to warrant several pages. Relevance is a critical consideration; refrain from including superfluous details or experience in the extra space. The most expansive entries should be for academic, volunteer, work, shadowing, and internship experiences that demonstrate your preparedness and interest for entering the field.

Sections

Typically CVs contain more sections than do résumés. Sections should be ordered according to their relevance to the position sought. An initial scan of a CV generally is only 20 or 30 seconds, so strategically highlight information about your most pertinent skills and experience. Each CV will be reflective of the applicant's unique experience, but common section titles are:

| | | |
|---------------------|-----------------------|----------------------------------|
| Education | Laboratory Skills | Conferences/Presentations/Poster |
| Honors | Fieldwork | Sessions |
| Relevant Coursework | Internship Experience | Professional Affiliations |
| Research Experience | Fellowships | Campus or Community Service |
| Teaching Experience | Publications | |

Content

Descriptions within sections should be specific and concrete. The language is expected to reflect knowledge appropriate for the target field. The content is more extensive and usually presented in paragraph format rather than bulleted. Similar to résumé writing, in creating a CV use strong action verbs in your descriptions, quantify whenever possible, focus on relevant skills and experiences, and list experiences in reverse chronological order (current or most recent first).

All publications, including those pending, should be included. Speak with your co-author or researcher about the correct citation. For research studies, the names of investigators should be included in your experience description; no contact information is necessary.

Specific to doctoral programs, in most cases, your funding will require either teaching or research. It is beneficial to present relevant experiences in addition to your research.

Tailoring

The more clearly you have demonstrated your interest and experience specific to the field you seek to enter the more competitive a candidate you will be. Tailor your CV to different graduate programs or positions by emphasizing content most appropriate to the areas in which you seek to study or work in at each particular institute or employer. Speaking with individuals in the graduate programs or jobs which you are considering and reviewing entry-level professional job descriptions will provide you direction in your tailoring.

**PRIOR TO SUBMITTING YOUR CV, ALWAYS PROOFREAD,
AND HAVE OTHERS CRITIQUE YOUR DOCUMENT.**

SAM SCIENCE

178 Green Street
xxx, GA 30082
(315) 123-4567

sscience@colgate.edu

Colgate University T2222
Hamilton, NY 13346
(315) 555-1212

EDUCATION

Colgate University, Hamilton, NY
Candidate for Bachelor of Arts, May 200x
Major: Chemistry
GPA: x.x Major GPA: x.xx

Colgate University National Institute of Health Study Group, Fall 200x
Integrated academic coursework in a hands on setting, assisting Dr. Theodore Kolobow in studying the isolation, purification and characterization of enzymes.

HONORS

National Science Foundation Fellow
Gold Service Award (for dedication to community)
Dean's Award for Academic Excellence
Phi Eta Sigma National Academic Honor Society

RELEVANT COURSEWORK

Introductory Chemistry I, II
Physical Chemistry I, II
Independent Research in Chemistry
Physics I, II
Natural Hazards

Organic Chemistry I, II, III
Advanced Inorganic Chemistry
Instrumental Methods
Biology I, II
Environmental Geology

Advanced Organic Chemistry
Senior Research in Chemistry
Calculus I, II
Environmental Hazards

SCIENTIFIC KNOWLEDGE

Research Experience

Recombinant DNA Techniques Course

Performed a semester long experiment which involved the mutagenesis of the promoter region of the FUS1 yeast gene to measure its effects on pheromone response. Communicated results of the experiment in four formal laboratory reports. Spring xxxx

Integrated Genetics

Learned the banding patterns of the human chromosomes. Cut photographs of chromosomes within cells and organized them into a karyotype. Learned the basics of tissue culture preparation and harvesting. Summer xxxx

Chemistry Tutor, Colgate University, Hamilton, NY (Fall 20xx – Spring 20xx)

Worked individually with students from Chemistry 101 to clarify and strengthen comprehension of concepts.

Laboratory Experience

Laboratory Assistant, Davenport Company, Davenport, IA (Summer 20xx)

Provided technical assistance to engineering department. Ran trials on the bleaching process using different chemicals to improve the process and reduce the outflow of dioxins. Calculated flow rates and meter pump settings for the chemical polymer feed system in the filter plant. Provided input to external engineering firm in designing a new bulk storage tank system and piping for the main polymers used for filtration.

Laboratory Assistant, Colgate University Department of Chemistry, Hamilton, NY (Summer 20xx)

Provided assistance and aided in management of the lab, with responsibility for upkeep and care of laboratory equipment. Maintained and organized concise daily records of laboratory trials.

Equipment proficiency

Microscope, pH meter, centrifuge, autoclave, spectrophotometer, cycle sequencing machine, infrared spectrometer, mass spectrometer, chromatography machine, nuclear magnetic resonance machine, electrophoresis machine, and speed vacuum.

PRESENTATIONS AND POSTERS

National Conference for Undergraduate Research, Ithaca College, Ithaca, NY (April 20xx)

Poster Presentation

“Protein Col and Protein Gate Cooperate to Increase Cell Proliferation in the Rtl2b Human Breast Cancer Cell Line through Xyz Signaling Pathway”

PROFESSIONAL ASSOCIATIONS

Student Member, American Chemical Society, Fall 20xx - present

ADDITIONAL WORK EXPERIENCE

Administrative Assistant, ALANA Cultural Center, Colgate University, Hamilton, NY (Fall 20xx)

Organized committees for planning social events. Managed office independently.

Assistant Manager, Old Navy, Syosset, NY (Summers 20xx, 20xx)

Trained and managed new employees quarterly; handled cash register of \$1,000 daily.

COMPUTER AND LANGUAGE SKILLS

Computer: Proficiency in SPSS, Linux, Adobe InDesign, Microsoft Office Suite 2007

Language: High proficiency in oral and written Spanish