

# Curriculum Vitae - CV

## Resumes vs. CVs

In the United States, employers request that you submit a resume as part of your job application. When you are applying for certain **graduate programs** or **academic/research positions**, submitting a **grant application**, or applying for positions in certain countries **outside of the US**, you will often be asked to submit a CV or a Curriculum Vitae. This document is a detailed and structured list of your professional experiences as well as your academic and professional credentials.

#### **Curriculum Vitae** Resume Length: Length: Resumes are typically 1-2 pages, with extraneous details A CV can be as long as necessary to fully document your eliminated. Most employers do not want to read about career experiences and provide depth to showcase your every activity you have participated, but they do want to qualifications (typically 3-8 pages). Depending on your understand how your experiences connect to the specific field of specialization, institutions may require comprehensive or abbreviated CVs. Research the position. If you had 20 seconds to tell an employer about yourself, what would you highlight? particular conventions in your field. Structure & Flexibility: Structure & Flexibility: Resumes usually include bullet point skills statements For CVs, you may use bullet points or short paragraphs under each position/experience. using skills statements. **Personal Information: Personal Information:** In the United States, it is illegal to include personal CVs used for positions outside of the United States can information like nationality, date of birth, and marital include personal information such as a photograph, status in your application materials due to the Equal nationality, date of birth, sex, marital status, number of Employment Opportunity Act, which protects children, and/or personal interests like hobbies. Check employees from discrimination in hiring. Do not include with your contacts at the organization and in the country this information, as it may result in an employer to determine which of these you are expected to include. returning your resume to you and not being able to These components are not necessary for CVs used for grants or academic/research positions. evaluate you as a candidate.

## What are the major differences?

**Note:** Terminologies can be a bit confusing, so when applying for positions overseas, always speak to the human resources department or company recruiter to find out what style document they prefer to receive and the desired length. A CV in countries such as Britain, Canada, and Australia looks more like a 1-2-page US resume, while a CV in continental Europe, South America, and other countries is expected to be longer and more detailed.

## What are the major similarities?

## Language:

Both documents should include skills statements with active verbs, numbers (quantified achievements), and language that demonstrates your accomplishments. Both documents should be free of spelling/grammar mistakes. If you are applying for a position outside of the United States that requires fluency in the country's primary language, you may consider submitting your application in that language.

## Tailoring:

Both documents should be tailored to the specific position for which you are applying. Organize the categories so that the most relevant areas come first.

## **Chronological Order:**

Within each category, list your experiences in reverse chronological order.

## **CV Sections**

Many of the following sections can be a part of your document. Keep in mind that your CV should be specific to your experience and the position to which you are applying, which means that you have flexibility in deciding the names and placements of the following sections. Depending on your strengths and the requirements of the position, you may consider combining or expanding some of the sections listed below.

Graduate School or Academic/Research Positions	For Jobs Outside the United States	
<ul> <li>Personal Contact Information</li> <li>Education</li> <li>Dissertation or Thesis</li> <li>Competencies/Expertise/Skills</li> <li>Professional Experience <ul> <li>Teaching</li> <li>Research</li> <li>Service/Engagement</li> <li>Professional Work Experience</li> </ul> </li> <li>Publications and Presentations</li> <li>Professional Development</li> <li>Professional Associations</li> <li>Honors, Awards, Grants, Fellowships, Scholarships</li> <li>Languages/International Experience</li> <li>Licenses/Certifications</li> <li>Credentials, References</li> </ul>	<ul> <li>Personal Contact Information</li> <li>Personal Information</li> <li>Education</li> <li>Competencies/Expertise/Skills</li> <li>Professional Experience <ul> <li>Areas can be arranged differently depending on your background, i.e. Teaching Experience, Legal Experience, Consulting Experience, etc.</li> </ul> </li> <li>Professional Development</li> <li>Honors, Awards, Grants, Fellowships, Scholarships</li> <li>Languages/International Experience</li> <li>Licenses/Certifications</li> <li>Credentials, References</li> </ul>	

# COMMON CV SECTIONS FOR GRADUATE PROGRAMS & ACADEMIC/RESEARCH POSITIONS

## Heading: Name & Contact Information

- $\Box$  Use a larger font for your name
- □ Include full name, mailing address, phone, and professional e-mail (remove the hyperlink)
- □ Spell out abbreviations (e.g. St.= Street), with the exception of states
- □ Include both local and permanent address if moving during application process
- □ Include your name and a page number in the heading of every page of your document.

## Competencies/Expertise/Skills

□ Include language, technical, and/or laboratory skills, and consider your proficiency in each

#### Education

- □ Include colleges attended for more than one year, as well as study abroad programs and relevant coursework
- □ List university name, degree, majors, minors, graduation date, and GPA (if above 3.0)
- □ Include title and brief description of dissertation or thesis, including your findings and the names of your advisor, committee members, and completion date

## Teaching/Research Experience

- □ Research assistantships and experiences
- □ Student advising, courses taught, including guest lectures, trainings, seminars, and workshops, teaching assistantships

## Work Experience

□ Jobs and internships, graduate fieldwork, graduate practicum or internship

## **Publications and Presentations**

- Presentations: Conference and poster presentations, scholarly presentations, including date, location, and names of co-presenters
- □ Publications: Authored and co-authored works, professional papers, articles, conference papers, reviews *include proper citations for these*

#### Service and Engagement

- □ Academic Service/Leadership: Departmental or university committees, groups or task forces, faculty or student leadership or governance
- Professional Membership: Affiliations, professional association memberships, scholarly societies, including dates of involvement and description of your contribution, if you took on responsibilities beyond general membership

#### **Professional Development**

- □ Special trainings, conferences, and courses attended to develop professional skills
- □ Certificates earned related to your field

#### Honors/Awards/Fellowships/Grants

- □ List competitive scholarship, fellowships, scholastic honors, teaching/research awards
- □ Grants: include the name, dates, and amounts of grants that you have written and received

## References

- □ Include name, job title, organization, address, phone number, and email for 3-5 individuals
- □ Write brief statement describing relationship with each

#### Format

- □ Ensure headings and name stand out
- □ Use past tense to describe past positions and present tense for current positions
- □ List most relevant skill statements first

## Tips

- □ Proofread; seek feedback on format and content
- □ Use resume paper in white, cream or gray
- □ Do not use personal pronouns like "I" or "my"
- □ Be selective, clear, concise and specific
- □ Be positive and honest
- □ Focus on accomplishments

# COMMON CV SECTIONS FOR JOBS OUTSIDE THE UNITED STATES

#### Heading: Name & Contact Information

- $\Box$  Use a larger font for your name
- □ Include full name, mailing address, phone, and professional e-mail (remove the hyperlink)
- □ Spell out abbreviations (e.g. St.= Street), with the exception of states
- □ Include both local and permanent address if moving during application process
- □ Include your name and a page number in the heading of every page of your document.

#### **Personal Information**

□ This may include nationality, citizenship status, date of birth, sex, marital status, # of children, hobbies/interests, a photo – check with local contacts to find out what should be listed, as they may vary country to country

#### Summary of Qualifications and Skills

- □ Set of bullet points that succinctly highlight skills/experience directly related to position
- □ Include personal qualities that demonstrate international awareness, adaptability, reliability

#### Education

- □ Include high school and colleges attended for more than one year, study abroad programs
- □ List names of institutions, degree, majors, minors, graduation date, and GPA (if above 3.0) out of 4.0
- □ Can include a more expanded description of studies: instead of relevant coursework, list areas of interest and include language studies

#### Work Experience

□ Group your work experience into different functional areas, if possible (ex: Teaching Experience, Marketing Experience, Graduate Fieldwork, Legal Experience, etc.)

#### Leadership & Volunteer Experience

□ Leadership roles, involvement in student groups, professional or service organizations

#### Honors/Awards/Fellowships/Grants

□ List competitive scholarships, fellowships, scholastic honors, teaching/research awards, grants, and other funding received

#### **Professional Development/Training**

- □ Special trainings, conferences, and courses attended to develop professional skills
- □ Certificates earned related to your field

#### **International Experience**

 List international education or courses, crosscultural and international experiences (volunteering, interning, or working), language/translation abilities, travel

#### References

- □ Include name, job title, organization, address, phone number, and email for 3-5 individuals
- □ Write brief statement describing relationship with each

#### Format

- □ Ensure headings and name stand out
- □ Use past tense to describe past positions and present tense for current positions
- □ List most relevant skill statements first

#### Tips

- □ Embed cross-cultural skills throughout CV by highlighting adaptability, interactions with people of other cultures, appreciation of difference, sensitivity to dynamics of crosscultural environment
- □ Translate or have your CV translated into the appropriate foreign language, send both versions
- □ Proofread; seek feedback on format and content
- □ Use resume paper in white, cream or gray
- □ Don't use personal pronouns like "I" or "my"
- $\Box$  Be selective, clear, concise and specific
- □ Be positive and honest
- □ Focus on accomplishments

## **Tips for Electronic Documents**

Many companies and organizations accept CVs electronically and use scanning software to collect information from the document first. When emailing a CV to a potential employer use these cautionary tips:

- Follow the instructions you are given for submitting your document online otherwise you might be eliminated as a candidate.
- Bullets, font size and underlining may be read differently electronically so use minimally.
- Label your attachments with your name. Example: "Anderson CV, Finance Position"
- If your document is requested in a Text File (.txt), you may need to convert it from your word processing program. Otherwise, use Microsoft Word. Most software cannot read other formats. PDF specifically should be avoided because text cannot be extracted from most of these files.
- Include your CV as an attachment, not pasted into the body of the email.

## Write Strong Skill Statements

## Strong Skill Statement = Action Verb + Details + Outcome/Result

## Action word

- Look at the job description and the information you've researched about the organization. Identify skills you think are necessary for the position. Use action words that address those needs.
- Vary your word choice. This helps your abilities sound more diverse and adds depth.

## Details

- Ask the following: Who/For whom? What? Where? Why? How?
- Use numbers to quantify your skills and experience.
- Vary the length of your skill statements. The majority should be one line only.

## Outcome/Results

• As a result of your action, what happened? Why was it important?

## Examples

Before: Answered phones

After: Responded to an average of 200 service inquiry calls per day in a helpful and professional manner

## **Objectives and Summary Statements**

Creating a focal point for a CV often helps tell a hiring decision-maker what job or type of job the candidate seeks and what his or her top selling points are.

If you choose to include an objective, make it concise and specific. For example:

• **Objective:** To obtain an internship in the international accounts department of ABC Advertising.

A branding statement is another option for a focal point. It defines who you are, your promise of value, and why you should be sought out. A branding statement is a punchy "ad-like" statement that describes what you can bring to an employer; think of it as a sales pitch. Consider integrating these elements:

What makes you different? What qualities or characteristics make you distinctive? What have you accomplished? What is your most noteworthy personal trait? What benefits (problems solved) do you offer? For example:

- **Profile:** Sales professional with advanced Spanish ability poised to contribute strong intercultural, interpersonal, communication, and organizational skills and experience to your organization in a front-line, customer-support role.
- **Profile Summary:** Customer-focused business professional eager to leverage Spanish and cross-cultural skills plus more than 6 years of experience in corporate communications and community outreach.

## Action Words

Communication

Action verbs help you get to the point quickly and creatively and communicate your assets, experiences and accomplishments effectively.

Measured

Netted

#### **People Skills** Addressed Advertised Arbitrated Arranged Articulated Authored Clarified Collaborated Communicated Composed Condensed Conferred Consulted Contacted Conveyed Convinced Corresponded Debated Defined Developed Directed Discussed Drafted Edited Elicited Enlisted Explained Expressed Formulated Furnished Incorporated Influenced Interacted Interpreted Interviewed Involved Joined Judged Lectured Listened Marketed Mediated Moderated Negotiated Observed Outlined Participated Persuaded Presented Promoted Proposed Publicized Reconciled Recruited Referred Reinforced Reported Resolved Responded Solicited Specified Spoke

Suggested Summarized Synthesized Translated Wrote **Creative Skills** Acted Adapted Began Combined Composed Conceptualized Condensed Created Customized Designed Developed Directed Displayed Drew Entertained Established Fashioned Formulated Founded Illustrated Initiated Instituted Integrated Introduced Invented Modeled Modified Originated Performed Photographed Planned Revised Revitalized Shaped Solved Data/Financial Skills Administered Adjusted Allocated Analyzed Appraised Assessed Audited Balanced

Budgeted

Calculated

Computed

Conserved

Corrected

Determined

Developed

Estimated

Forecasted

Managed

Marketed

Planned Prepared Programmed Projected Qualified Reconciled Reduced Researched Retrieved Helping Skills Adapted Advocated Aided Answered Arranged Assessed Assisted Clarified Coached Collaborated Contributed Cooperated Counseled Demonstrated Diagnosed Educated Encouraged Ensured Expedited Facilitated Familiarized Furthered Guided Helped Insured Intervened Motivated Prevented Provided Referred Rehabilitated Represented Resolved Simplified Supplied

## Management

Supported

Volunteered

Leadership Skills Administered Analyzed Appointed Approved Assigned Attained Authorized Chaired Considered Consolidated Contracted

Controlled Converted Coordinated Decided Delegated Developed Directed Eliminated Emphasized Enforced Enhanced Established Executed Generated Handled Headed Hired Hosted Improved Incorporated Increased Initiated Inspected Instituted Led Managed Merged Motivated Navigated Organized Originated Overhauled Oversaw Planned Presided Prioritized Produced Recommended Reorganized Replaced Restored Reviewed Scheduled Secured Selected Streamlined Strengthened Supervised Terminated Organizational Skills Approved

Arranged

Charted

Coded

Classified

Collected

Compiled

Corrected

Distributed

Corresponded

Catalogued

Categorized

Filed Generated Incorporated Inspected Logged Maintained Monitored Obtained Operated Ordered Organized Prepared Processed Provided Purchased Recorded Registered Reserved Responded Reviewed Routed Scheduled Screened Submitted Supplied Standardized Systematized Updated Validated Verified **Research Skills** Analyzed Clarified Collected Compared Conducted Critiqued Detected Determined Diagnosed Evaluated Examined Experimented Explored Extracted Formulated Gathered Inspected Interviewed Invented Investigated Located Measured Organized Researched Reviewed

Searched

Surveyed

Tested

Summarized

Systematized

Solved

Executed

**Teaching Skills** Adapted Advised Clarified Coached Communicated Conducted Coordinated Critiqued Developed Enabled Encouraged Evaluated Explained Facilitated Focused Guided Individualized Informed Instilled Instructed Motivated Persuaded Simulated Stimulated Taught Tested Trained Transmitted Tutored

**Technical Skills** Adapted Applied Assembled Built Calculated Computed Conserved Constructed Converted Debugged Designed Determined Developed Engineered Fabricated Fortified Installed Maintained Operated Overhauled Printed Programmed Rectified Regulated Remodeled Repaired Replaced Restored Solved Specialized Standardized

## Samples to Guide You

As mentioned earlier, there is no "right" or "wrong" way to craft a CV and the examples included in this handout are only two of the various examples available.

Peter H. Piper

CV for international opportunity:

Telephone: 651.523.5232 Email: ppiper01@hamline.edu Nationality: American Date of Birth: 1 January 1996 Status: Single



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## OBJECTIVE

To obtain a Santiago-based summer internship with Youth International.

## SUMMARY OF QUALIFICATIONS & SKILLS

- Advanced Spanish proficiency
- Background in working with diverse groups of youth and adults in a variety of settings
- Proven leadership, management, customer service and communications skills
- Commitment to diversity and youth development

## EDUCATION

Hamline University, St. Paul, MN, Sept 2013-May 2017 Bachelor of Arts in Psychology, Minor: Spanish / GPA 3.8, Dean's List Fall 2013

My coursework has included a series of introductory and intermediate level psychology courses including General Psychology, Lifespan Development, Abnormal Psychology, Psychology of Adjustment, and Multicultural Perspectives in Psychology. I have also taken Introductory through Advanced Spanish courses. In addition, I have taken a variety of other courses in the Humanities, Fine Arts and Social Sciences to complete Hamline's Liberal Arts curriculum requirements.

## Hamline University, Mexico Semester, Guanajuato, Mexico, Fall 2014

Over the course of 4 months, I engaged in intensive language immersion while directly enrolled in classes with Mexican students and professors, studying Mexico's history, traditions, politics, and religion. I also lived with a Mexican family and actively participated in their daily activities. In addition, I regularly traveled around the region to learn about the country outside of the urban landscape.

## Mounds View High School, Arden Hills, MN, Sept 2009- June 2013

I graduated in the top 10<sup>th</sup> percentile of my high school class. I was also inducted into the National Honor Society. I was active in student athletics and government by playing on the men's tennis team and serving as a class representative on the student council.

## TEACHING AND ADVISING EXPERIENCE

**Resident Advisor,** August 2016 – May 2017 Residential Life, Hamline University, St. Paul, MN

I unified 20 culturally diverse first-year residents through the development and implementation of social, academic, recreational, and cultural activities. I role-modeled, enforced and communicated college rules and regulations. I managed a \$200 budget to implement activities based on bi-annual needs assessments.

Peter H. Piper

**Tutor,** August 2015 - May 2016 Minnesota Literacy Council, St. Paul, MN

I enhanced a literacy program involving 50 children and 20 college tutors by restructuring programs to better meet the diverse needs of English language learners and budgetary changes in the program. The majority of the students I served were new immigrants from Mexico, El Salvador, Honduras, Somalia, and Thailand. In this role I regularly used Spanish language skills as I met and collaborated with tutors, parents, students, counselors, and social workers committed to helping improve reading scores in children ages 5-10.

#### ADDITIONAL EXPERIENCE

#### **Student Activity Planner,** August 2015 - May 2016 The Hedgeman Center, Hamline University, St. Paul, MN

I solicited \$5,000 in funds from several departments to support bringing national speakers to campus on topics ranging from the current political climate to art history. I also organized a committee that marketed and promoted events and arranged guest accommodations. Additionally, I promoted events to campus and community to increase diversity awareness.

**Server,** July 2014 - September 2015 Perkins Restaurant, St. Paul, MN

I served drinks and food and provided a friendly and welcoming atmosphere for customers. This role improved my teamwork and time management skills.

**Barista**, October 2013 - May 2014 Starbucks, St. Paul, MN

I prepared a variety of drinks and food while providing excellent customer service. I often had to work under pressure and sometimes dealt with challenging customers.

#### **EXTRACURRICULAR ACTIVITIES**

Varsity Track Team Captain, December 2015- May 2017 Hamline University, Saint Paul, Minnesota

I encouraged and led the 30-person team through practices, with the guidance and support of the team coaching staff. I developed monthly social activities to enhance team morale.

#### REFERENCES

Lucy Thomas, Area Coordinator	Anton Fitz, Learning Center	Maria Juarez, Professor of
for Residential Life	Coordinator	Spanish
Hamline University	MN Literacy Council	Hamline University
1536 Hewitt Avenue	700 Raymond Avenue, Suite 180	1536 Hewitt Avenue
Saint Paul, MN 55104	St. Paul, MN 55114	Saint Paul, MN 55104
Ph: 651-523-2061	651-645-2277	651-523-2295
lthomas01@hamline.edu	afitz@mnliteracy.org	mjuarez03@hamline.edu
Supervisor and mentor during my role as Resident Advisor.	Supervisor during my role as a tutor.	Lead professor and study abroad program coordinator for Mexico Semester.

## PIPER M PETERSON

1536 Hewitt Avenue, Saint Paul, MN 55104-1284 651-523-1234 | ppeterson@hamline.edu

## **SUMMARY OF QUALIFICATIONS**

- Recent graduate of Biology program at liberal arts university
- Obtained research and lab experience through internships and jobs in the field
- Proficient in a variety of laboratory and scientific research techniques
- Passionate about wildlife, population ecology, and animal physiology

## **EDUCATION**

Hamline University, Saint Paul, MN

Bachelor of Science, Biology | GPA: 3.5

- Senior Honors Thesis: "Predaceous Vertebrates of the Olive Ridley Sea Turtle (Lepidochelys olivacea)"
- Course Highlights: Ecology, Invertebrate Zoology, Botany, Animal Cell Physiology, Genetics, Parasitic Helminthes, Organic Chemistry, Probability, Statistics, Biodiversity and Conservation Biology

## **RESEARCH AND LABORATORY EXPERIENCE**

**Field Research Intern**, Associated Colleges of the Midwest – Costa Rica *Predaceous Vertebrates of the Olive Ridley Sea Turtle (Lepidochelys olivacea)* 

- Examined current literature and research on the subject
- Collected and compiled data independently at secluded rainforest research station
- Analyzed Findings using Lotus, Statgraphics, Harvard Graphics, and Biometry computer programs
- Selected to present original study at the West Coast Biological Sciences Undergraduate Research Conference

Field Research Intern, Minnesota Department of Natural Resources, St. Paul, MN

- Collected and successfully keyed over 75 terrestrial and aquatic arthropods; collected and reported data on aspen distributions
- Developed an independent small group study on ponderosa pine water uptake
- Computed data and graphed results using Cricket Graph
- Mapped and classified formations in Bear Creek, CO and Garden of the Gods, CO
- Charted and created hypothesis for formation of road cut in El Paso, TX

#### Biology Lab Student Assistant, Hamline University, St. Paul, MN

- Maintained clean and safe laboratory equipment, including research microscopes, high-speed centrifuges, plant growth chambers, and UV-Visible spectrophotometers
- Supported the work of multiple student and faculty research projects as needed

## LABORATORY AND COMPUTER SKILLS

- Chromatography: Gas, Liquid
- Computer Spectroscopy: Nuclear Magnetic Spectroscopy, Infrared, Mass Spectroscopy Skills
- Word Processing: Word Perfect, Microsoft Word and Microsoft Works
- Statistical Analysis: Biometry, Stata, Lotus, Cricket Graph, Excel, Statgraphics, Harvard Graphics

May 2017

May 2015-May 2016

Sept 2016-Dec 2016

January – May 2013

## **PUBLICATIONS/PRESENTATIONS**

- Presentation, "Predaceous Vertebrates of the Olive Ridley Sea Turtle (Lepidochelys olivacea)", West Coast Biological Sciences Undergraduate Research Conference, San Diego, CA April 2016
  - Article to be submitted for publication in January 2018

## HONORS, AWARDS, AND FUNDING

Great Lakes Internship Grant Sept-Dec 2016 Selected to receive summer grant to cover cost of lost wages for unpaid internship • Dean's List Sept 2013 –Sept 2016 • Received a GPA of 3.5 during 5 semesters at Hamline **Presidential Scholarship Recipient** Sept 2013-June 2014 Presidential Scholarships are merit-based and awarded based on a combination of class rank, grades, and ACT or •

## **PROFESSIONAL AFFILIATIONS**

SAT scores

Member of Ecological Society of America Jan 2016-Present Member of American Institute of Biological Sciences Jan 2016-Present •

## **ADDITIONAL WORK EXPERIENCE**

Sales Associate, Gap Stores, Roseville, MN

- Assisted customers with questions and concerns about merchandise •
- Consistently exceeded weekly sales goals

Klas Cafe, Hamline University, St. Paul, MN

- Utilized excellent interpersonal skills in addressing customer and fellow employees' needs •
- Maintained a clean, comfortable, and safe space for café clientele and employees

## **CO-CURRICULAR ACTIVITIES**

New Student Mentor, Hamline University, St. Paul, MN

- Acted as resource for a group of 15 incoming first year students throughout their first year on-campus
- Assisted with First Year Seminar (FYSEM) events and activities ٠
- Served as a mentor and role model to students unfamiliar with Hamline community

Rock Stars, Hamline University, St. Paul, MN

Coordinated trips for group members to rock-climb around the Twin Cities, both indoors and outdoors •

#### REFERENCES

Alice Stark, Program Director Associated Colleges of the Midwest 11 E. Adams Street, Suite 800 Chicago, IL 60603 Phone: 312.561.5999 astark@acm.edu Costa Rica study abroad program leader

Jamal Foster, Internship Lead MN DNR 1200 Warner Road St. Paul. MN 55106 651-259-5831 jamal.foster@state.mn.us Direct report and mentor during year as field research intern

Becky Kaarbo, Director of Orientation & First-Year Programs Hamline University 1536 Hewitt Ave Saint Paul, MN 55104 Phone: 651-523-2638 rkaarbo01@hamline.edu New Student Mentor Supervisor

May-August 2016

Sept 2014-May 2015

Sept 2016-May 2017

Sept 2013-May 2017