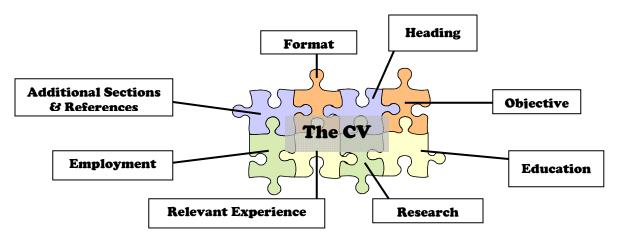
Your Curriculum Vita

Unlike a resume, which is a 15 second summary of your skills and achievements, a curriculum Vita (CV) is an academic autobiography. Its primary purpose is to present your academic and experiential credentials to establish your background and suitability for consideration in the academic, scientific or medical field.



Before you begin, you need to assemble all academic records. Include your transcript to refer to courses and refresh your memory as needed. Collect any research papers, presentations and publications. Identify any honors or awards you may have received.

CV Components

Format

Any format that looks professional, highlights your related skills & accomplishments and is easy to read is good. Professional means no pictures, or colors, information organized in clear, uncluttered units and highlighted skills bulleted and directly tied to experience. It can be several pages in length.

Heading

Your name, address, phone number and email are essential. All contact information and messages should be professional.

SUZANNE SWEET

3425 Morrison St., Fairport, NY 14450 • 585•786 •3402 • ses04@gmail.com

Objective

You do not need an Objective on a CV, except if there is more than one position available and it is important to be clear about which position you are applying for. However, while creating your CV, it is good to have a well defined objective in your head to help you determine what material is relevant and which skills to highlight.

Keep objectives concise and targeted:

To obtain a Research Assistant Position in the Clinical Psychology Graduate Program To enter the Dentistry Program as a member of the class of 2016 To be a Lab Assistant in the Phlebotomy Lab at Strong Memorial Hospital

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Education

Your academic credentials are THE key component of your CV and must be prominently featured. You should include all degrees, colleges and certification courses in reverse chronology.

- Your GPA is required on a CV
- Include any projects, publications or presentations related to the academic area of interest
- Include honors, scholarships, awards related to academics

Research

If you conducted research with a faculty member, during an internship or completed a related independent study, be sure to describe your experience in detail. If writing a science CV, you can describe specific labs you found particularly helpful in determining your choice of graduate program. You can also include all related lab techniques.

Relevant Experience

Include all <u>relevant</u> employment, internships or volunteer work and provide summary data as outlined below. Don't include complete addresses and telephone numbers. Use descriptive rather than actual job titles. For related experience, bullets are more effective than paragraphs. Lists should be avoided.

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Skills
Communication
Computer
Volunteer work
Leadership

Pharmacy Rochester, NY
Pharmacy Technician
Provide targeted, in-depth professional services to customers of all ages and health concerns in popular retail pharmacy
Train new employees on complexity of new online ordering system
Handle daily customer frustrations with insurance benefits through tactful listening and explaining of packages

Use the vocabulary and descriptions expected in the industry of interest, but not individual company jargon or acronyms. Each bullet should start with a dynamic action verb that stresses skills (manage, analyze, coordinate, negotiate) that the recruiter will want to know about.

Writing effective bullets

Avoid "Responsible for" or "Duties include"...In lieu of "*Responsible for* conducting new hire orientations, entering data into computer and filing" Take the same information and use action verbs and demonstrate results...

- Conducted new hire orientations to provide benefits information and communicate employer policies and expectations.
- Accurately maintained HRIS database of employee records.
- Set up new hire folders and maintained all Personnel records.

Include the following information, starting with the most recent company first:

Company name, City, State Dates mo/yr or yr

Title (exact or descriptive)

• Accomplishment - Use actions verbs (see list) and demonstrate transferable skills

- Accomplishment or skills learned
- Accomplishment

Only have a company name once. Review sample resumes that demonstrate how to show promotions or different positions in the same company.

Other Employment (or Work Experience)

Remember that within each separate category, information must always begin with the most recent experience down to the oldest position.

Additional Topics

Topic areas may fall under some of the following headings:

Publications, wherever published; use appropriate citations

Presentations, both in class and public, cite organization if sponsored Include specialized skills such as

Lab Techniques

Technology Skills

Certifications/Licenses

Professional Development

Additional Training

Volunteer/ Community not listed in related experience

Activities, Campus Activities

References

Academic and professional references are available upon request. You do not need to put this on your CV.

Final Editing

After you have completed your CV draft, bring it as a draft version to your academic department, the Career Center or your networking contacts.

See samples below:

GRADUATE SCHOOL FOR HUMAN RESOURCE DEVELOPMENT CV SAMPLE

Terry Smith

123 My Street • Rochester, NY 14618 • (585) 555-1234 • T.Smith@email.com

Education

ST. JOHN FISHER COLLEGE, Rochester, NY

Bachelor of Arts, Psychology

Anticipated May 2012

Minor: **Management** GPA: 3.6/4.0; Dean's List

Presidential Scholarship recipient

Awarded "Top Psychology Student of 2010" at annual Fall Honors Dinner

MONROE COMMUNITY COLLEGE, Rochester, NY

Associate of Arts degree in Liberal Arts

May 2010

GPA: 3.4/4.0

Research Experience

ST. JOHN FISHER COLLEGE, Rochester, NY

Independent Study: Identification of Collegiate Goals for High School Seniors

Fall 2011

- Developed survey on college goals of teenage students at Fairport High School and identified appropriate groups to complete survey
- Prepared and submitted survey proposal to the Institutional Research Board
- Discussed with homeroom teachers survey content and dates to complete surveys
- Collected completed surveys and aggregated totals, presenting final results to the Guidance Counseling Center at Fairport High School, the Fisher Sociology faculty, Sociology club and additional students and staff at the College

Staffing and Developing Human Resources course

Fall 2010

- Utilized 'Fisher Connects' on Career Center website to find alumni in the human resource field as a source of information on current trends and opportunities in the field
- Conducted twelve informational interviews with those involved in recruiting that focused on staffing positions, sourcing attractive candidates, making offers and opportunities in the field
- Performed industry specific research using online databases and journals to compare and contrast information gathered with official studies and articles
- Presented results in a five chapter research paper to professor and summarized research in an oral presentation to class members

Related Experience

ST. JOHN FISHER COLLEGE, Rochester, NY

Career Center Intern

Fall 2010-Present

- Triage front desk requests, dealing with basic queries and assisting people over the phone to determine level of counseling need as well as identify online resources for students
- Observe counselors working with students to identify career goals, resume critiques and general job and internship questions

T. Smith, Page Two

- Participate in Career Center events such as Career and Internship Fair, Mock Interview Night and Etiquette Dinner
- Search other college websites and online resources to find updated statistics and information to share with counselors

ROCHESTER WORKS, Rochester, NY

Intern Fall 2011

- Received incoming calls from unemployed community members seeking job search advice and assistance and made appointments for them
- Participated in group workshops, assisting with set up and miscellaneous duties
- Gained knowledge of resume creation and critique, job search databases and networking events and resources

Additional Work Experience

WEGMANS FOOD MARKETS, INC., Rochester, NY

Bakery (June 2009-Present)

July 2009-Present

• Decorate cakes according to customer requests while providing outstanding customer service in high end, popular food store

Cashier (July 2008-June 2009)

• Trained in customer service, cashier duties and new curb delivery service

Campus Activities

TEDDI DANCE FOR LOVE

Fall 2109- Present

Public Relations Co-Chair (Fall 2009- Present)

- Create posters, TV spots and emails to promote fund-raising event to the campus
- Closely collaborate with Camp Good Days and Special Times to match their promotions efforts
- Give promotional talk in over 15 freshman classes and to additional college campuses
- Contact local media for coverage, including print, television and radio organizations

Member (Spring 2009)

- Participated in the 24 hour dance marathon to support Camp Good Days and Special Times
- Solicited donations from peers and local employers

PUBLIC RELATIONS CLUB

Member Fall 2009

 Attended meetings about careers in the field, upcoming public relations events on campus and within the community

Technology Skills

Microsoft Office, SPSS, Macintosh and Windows operating systems, Social Media

SCIENCE EMPLOYMENT CURRICULUM VITA SAMPLE

Name

Courses

Street Address • City, ST Zip • 555.555.555 • email@sjfc.edu

Objective Professional position within the Public Health field

Summary Community focused individual with a special interest in the Public Health field.

Strong academic background in chemistry complimented by analytical, problem solving and critical thinking skills. Communication skills enhanced through co-

curricular leadership positions and volunteer experience.

Education St. John Fisher College, Rochester, NY

Bachelor of Arts in ChemistryAnticipated May 2012

Minor: General Business

GPA: 3.34/4.00

Service Scholar (over 200 hrs/year of community service)

Related Principles of Chemistry I & II, with lab

General Chemistry I & II, with lab Organic Chemistry I & II, with lab Analytical Chemistry I & II, with lab

Business Communication

Internship Monroe County Water Authority, Rochester, NY

Production and Transmission Department Intern Summer 2011

- Collected water samples from various areas in Monroe County, such as the Erie Canal, Genesee River and samples from Hamlin Beach and Charlotte Beach
- Analyzed water samples utilizing pH chemical procedures to determine if levels were safe and appropriate for human contact
- Developed Excel spreadsheet tracking report to map out findings
- Learned emergency procedures and agencies to contact if water was contaminated and warranted a public health emergency

Work Experience

St. John Fisher Science Department Work Study: Lab Assistant

Fall 2010 - Present

- Help set up lab equipment, task sheets and perform other duties to prepare for labs; clean and put equipment away
- Assist Science faculty with grading labs, preparing handouts and other duties

Rite Aid, Hornell, NY **Customer Service**June 2006- Present
(Summers)

- Work in various positions throughout the store including pharmacy, front desk, cash register and warehouse
- Assisted Pharmacist and patients with prescriptions as needed, responding to questions and delivering prescriptions to disabled customers

Name Page Two

Volunteer Experience

Habitat for Humanity, Rochester, NY **Volunteer/Landscaping Team Leader**

Fall 2010-Present

 Assist on weekends with the building and landscaping of homes for families in need in the Rochester area

Salvation Army, Rochester, NY **Soup Kitchen Volunteer**

Spring 2009-Fall 2009

- Prepared evening meals for Rochester community members
- Worked with other volunteers to make the atmosphere friendly and inviting
- Served in many capacities such as food preparation, server and clean up

Computer

Microsoft Word, Excel, PowerPoint, Macintosh and Windows Operating Systems, Social Media

Activities

Member, United Student Leader Consortium, 2 years Founders Hall Student Committee, 2 years Student Rep., New Dean Search Committee, spring 2010

Lab Techniques

Nuclear Magnetic Resonance, Wet Mount Slides Staining Procedures, Simple Staining, Gram Staining

Electrophoresis/ SDS-PAGE

Gel Preparation Cell Fractionation Hemocytometer Use Serial Dilution Titration

Titration Dissection

Purification of a Plasmid

NURSING CURRICULUM VITA SAMPLE

Mary M. Blacksmith

100 Anystreet Dr. Rochester, NY 14618 (585) 555-1500 mmb1234@gmail.com

Objective A professional nursing position in a Medical/Surgical unit

Education St. John Fisher College, Rochester, NY

Wegmans School Of Nursing, CCNE accredited

Bachelor of Science, NursingAnticipated May 2012

GPA: 3.77; Dean's List all semesters

STATE UNIVERSITY OF NEW YORK AT BROCKPORT, Brockport, NY

Bachelor of Arts in Communication May 2006

GPA: 3.4; Dean's List all semesters

INTERNATIONAL EDUCATIONAL SERVICES, El Vergel, Costa Rica

Study Abroad Summer 2005

Completed courses Spanish

Certification New York State Certification as Registered Nurse, pending spring 2011

Clinical LIFETIME CARE, Rochester, NY **Experience Home Visiting Nurse**

Fall 2011

- Visited homebound and hospice care patients on regular rotation providing blood pressure screenings, checking respiratory apparatus and medication schedules
- Worked closely with families of patient to instruct in procedures and answer questions
- Trained to bring comfort and dignity to the dying process for both terminally ill patient and family

STRONG MEMORIAL HOSPITAL, Rochester, NY

Spring 2010/Spring 2011

Medical/Surgical (Spring 2011))

- Performed general medical treatment and care for patients on cardiac, oncology and medicalsurgical floors
- Ensured all clinical documentation was up to-date and accurate
- Changed dressings, IVs and performed all other tasks needed in different units

Psychiatric Unit (Spring 2011)

- Actively participated in developing treatment plan of care for individual patients
- Ensured attending doctors' instructions were including testing, medical procedures and stat orders for five-point restraint
- Played active role on interdisciplinary team of psychiatrists, RNs, social workers and doctors
- Assessed patient responses to drug and group therapy

Student Nurse (Spring 2010)

- Worked closely with supervising nurse to perform duties needed and administer medications to patients in various units
- Performed assessments and made appropriate interventions in response to the patient's needs
- Responded appropriately and empathetically to patient and patient's family questions, seeking appropriate authorities as needed

Mary Blacksmith

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ROCHESTER GENERAL HOSPITAL, Rochester, NY

Fall 2009/Fall 2010

Pediatric Intensive Care Unit (Fall 2010)

- Provided care and assistance to children as part of supportive and nurturing team of healthcare providers
- Helped to orient parents and families to structure of unit and bedside procedures

Medical/Surgical (Vascular) Unit (Fall 2009)

- Assessed and monitored patients while learning appropriate procedures from supervising medical team
- Administered medications and responded to patient needs and questions

Related Experience

ROCHESTER GENERAL HOSPITAL, Rochester, NY

June 2010-Present

$\textbf{Dialysis} \ (\textbf{Outpatient}) \ \textbf{Unit: Unit Technician} \ P/T$

- Set up dialysis machines
- Assist the nurses and patient care technicians
- Document vital signs and patient's weight
- Train new staff on how to set up dialysis machines

HOME CARE OF ROCHESTER, Rochester, NY

September 2007-June 2010

Home Health Aide

- Tended to patients' basic daily needs in their home
- Provided companionship to elderly adults through conversation and scheduled visits
- Maintained communication with family members and agency staff to ensure best care possible
- Attended staff meetings to discuss patients' progress, concerns and updates to health care regulations and responsibilities

Work

CLEAR CHANNEL RADIO, Rochester, NY

June 2006-April 2007

Experience

Promotions Coordinator (October 2006-April 2007) Promotions Assistant (June 2006-October 2006)

WEGMANS FOOD MARKETS, INC., Rochester, NY

June 2004-June 2005

Cashier

Related Activities 'Health in the Classrooms' presenter, Rochester City School District, 2009-Present 'American Cancer Society Race for the Cure' volunteer coordinator, 2007-Present

Student Nurses Association member, 2009-Present

Alzheimer's Association of Rochester volunteer, 2008-2009

Awards

Theim Nursing Scholarship

Sigma Theta Tau International Honor Society of Nursing

First Generation Scholarship Loss Science Scholarship Skalny Scholarship

Computer

Word, Excel, PowerPoint, Publisher, Social Media