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. Look at your transcript to 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 is 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

1111 Anywhere Street ▫ Fairport, NY 14450 ▫ 585-555-5502 ▫ ses04@gmail.com

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 (most recent first, going back in time). 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

Depending on how extensive these are, you may create separate sections for them.

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 relevant 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.

CVS Pharmacy, Rochester, NY 2012-Present
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 explanation 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 using action verbs and demonstrating 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 if not already listed in related experience
Activities, Campus Activities

References

This is not necessary to put on your CV. You will provide them when the references are requested.

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, 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, critique resumes and respond to general job and internship questions

- 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 2009- Present
Public Relations Co-Chair (Fall 2009- Present)
- Create posters, TV spots and emails to promote fund-raising event to the campus
- 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

Street Address ▪ City, ST Zip ▪ 555.555.5555 ▪ email@sjfc.edu

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 leadership positions and volunteer experience.

EDUCATION

St. John Fisher College, Rochester, NY
Bachelor of Arts in Chemistry — Anticipated May 2015
Minor: General Business
GPA: 3.34/4.00
Service Scholar (over 200 hours per year of community service)

RELATED COURSES

Principles of Chemistry I & II, with lab
General Chemistry I & II, with lab
Business Communication
Organic Chemistry I & II, with lab
Analytical Chemistry I & II, with lab

LAB TECHNIQUES

Electrophoresis/ SDS-PAGE
Cell Fractionation
Serial Dilution
Dissection
Nuclear Magnetic Resonance, Wet Mount Slides
Staining Procedures, Simple Staining, Gram Staining
Gel Preparation
Hemocytometer Use
Titration
Purification of a Plasmid

INTERNSHIP

Monroe County Water Authority, Rochester, NY — Summer 2014
Production and Transmission Department Intern

- Collected water samples from various areas in Monroe County, such as the Erie Canal, Genesee River and Hamlin and Charlotte Beaches
- 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 — Fall 2013 - Present
Work Study: Lab Assistant

- 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 June 2009- Present
Customer Service (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

VOLUNTEER EXPERIENCE

Habitat for Humanity, Rochester, NY Fall 2013-Present
Volunteer/Landscaping Team Leader

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

Salvation Army, Rochester, NY Spring 2012-Fall 2012
Soup Kitchen Volunteer

- 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

ACTIVITIES

United Student Leader Consortium, *Member* Spring 2012-Present
Founders Hall Student Committee, *Member* Fall 2011-Spring 2013
New Dean Search Committee, *Student Representative* Spring 2013

COMPUTER

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

NURSING CURRICULUM VITA SAMPLE

Mary M. Blacksmith

100 Anystreet Drive ▫ Rochester, NY 14618

(585) 555-1500 ▫ mmb1234@gmail.com

EDUCATION

St. John Fisher College, Rochester, NY
Wegmans School of Nursing, CCNE accredited
Bachelor of Science, Nursing Anticipated May 2015
GPA: 3.77; Dean's List all semesters

State University of New York at Brockport, Brockport, NY
Bachelor of Arts in Communication May 2009
GPA: 3.4; Dean's List all semesters
Study Abroad: International Educational Services, El Vergel, Costa Rica Summer 2008

CERTIFICATION

New York State Certification as Registered Nurse, pending Spring 2012

CLINICAL EXPERIENCE

LifeTime Care, Rochester, NY Fall 2014
Home Visiting Nurse

- 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 terminally ill patients and family

Strong Memorial Hospital, Rochester, NY Spring 2013/Spring 2014
Medical/Surgical (Spring 2014)

- Performed general medical treatment and care for patients on cardiac, oncology and medical-surgical 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 2014)

- 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 2013)

- 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 patient needs
- Responded appropriately and empathetically to patient and patient's family questions

Rochester General Hospital, Rochester, NY Fall 2012/Fall 2013

Pediatric Intensive Care Unit (Fall 2013)

- 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 2012)

- 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 2013-Present

Dialysis (Outpatient) Unit: Unit Technician P/T

- Train new staff members on setting up dialysis machines
- Assist the nurses and patient care technicians
- Document vital signs and patient's weight

Home Care of Rochester, Rochester, NY September 2010-June 2013

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 and agency staff to ensure best care possible
- Attended staff meetings to discuss patients' progress, concerns and updates to health care regulations and responsibilities

RELATED ACTIVITIES

'Health in the Classrooms' Presenter, Rochester City School District 2012-Present
'American Cancer Society Race for the Cure' Volunteer Coordinator 2010-Present
Student Nurses Association, Member 2012-Present
Alzheimer's Association of Rochester, Volunteer 2011-2012

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