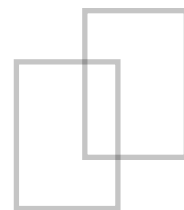




CAREER DEVELOPMENT OFFICE RESOURCE GUIDE

How to: Write a CV (Curriculum Vita Resume)



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2: Basic Differences between a Resume and CV

3: What to Include in Your CV

4-5: Sample CV Resumes

HOW TO WRITE A CV

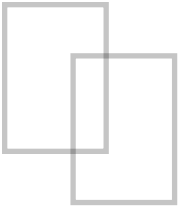
In the United States, a curriculum vita, or CV, is a type of resume used by professionals in the fields of academia, medicine, teaching, and research. Students most often are asked to submit a CV when they are applying to fellowships, graduate degree programs, or research positions. Countries outside the U.S. often call their resumes CVs, so be sure to understand accurately what it is they are looking for.

BASIC DIFFERENCES BETWEEN A RESUME AND CV

Length: Most resumes for undergraduates and recent grads are one page. CVs typically run longer (an undergraduate student or graduating senior should still be able to fit everything into two pages). However, CVs still need to be concise and neatly organized with clear headings.

Personal Names: Name dropping is more common in CVs than resumes. For example, if you performed research under a certain professor, you would probably include his or her name and title. Science and academia are small worlds, and it is likely that a prospective employer will have heard of a given specialist in his or her own field.

Purpose: The purpose of a resume is to establish a professional identity. The purpose of a CV is to establish a scholarly identity.



Format: Bullet points tend to appear somewhat less frequently in CVs. Whether or not you use bullets in your CV should depend on how they affect the appearance. If you have several descriptions that are about a line in length, bullets can be a good way of separating them. If, however, you have a lot of very short phrases, breaking them up into bulleted lists can leave a lot of white space that could be used more efficiently. On the other hand, if your research is difficult to summarize in very short phrases and require greater technical explanation, then long bullet point lines can be self-defeating since bullet points are meant to be pithy. In this case, use sentence/paragraph format to describe your research. In all decisions, prioritize conciseness and ease of readability.

References: At the end of a CV, list your references: name of faculty, title, institute name & address, phone number, and email address. Three references are typically expected.

WHAT TO INCLUDE IN YOUR CV:

Select items to include based on what you are applying for and your personal strengths.

Primary Items:

Applicant Info

Education

Thesis title & advisor

Coursework

Awards & Honors

Grants & Fellowships

Research Experience

Teaching Experience

Publications

Presentations

Languages

Memberships

Associations

References

Others to Consider:

Technical skills

Computer skills

Laboratory skills

Volunteer experience

Travel (non-tourist)

Sports

Campus activities

Leadership experience

Interests

Jillian S. Feldman

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jillian.feldman@pomona.edu

EDUCATION

Pomona College, Claremont, CA

Bachelor of Arts in Chemistry, expected May 2009

GPA: 3.7/4.0

Thesis: "Charting the Miniscule: Exploratory Synthesis and Characterization of Manganese Doping in ZnO Quantum Dots" (*Faculty Advisor: Professor James Pomona*)

RELATED COURSEWORK:

Introduction to Chemistry A and B

Organic Chemistry I, II, and III

Bio-Organic Chemistry

Physical Chemistry I and II

Soft Nanomaterials

Geochemistry

Advanced Analytical Chemistry

Calculus I and II

Physics I and II

Biology I and II

Adv. Organic Chemistry: Pericyclic Reactions

Classical and Statistical Mechanics

Environmental Geology and Natural Resources

Instrumental Methods

OTHER COURSEWORK:

Traditions of World Dance

Self, Language, and Imagination

History of Ethnographic Film

LA UNIVERSIDAD DE CHILE, Santiago, Chile (Study Abroad, Spring 2008)

EQUIPMENT & LABORATORY SKILLS

GFAA, FLAA, Electrochem, HPLC, IR, Mass Spectrometer, PCR amplification and cloning of genes, heterologous protein overexpression, protein purification using FPLC, steady state and pre-steady state kinetic assays (including the use of stopped-flow spectroscopy), anaerobic assay development, UV-Vis spectrometry, gel electrophoresis, protein crystallization

RESEARCH AND ACADEMIC EXPERIENCE

Thesis Research (In Progress)

Fall 2007-Spring 2008

Lead Concentration at Lake Hood and Lake Spenard in Anchorage, AK

Soil samples taken from bottom surface of lake as well as surrounding area were digested using a modified version of the EPA's nitric acid digestion method, 3050b. Analysis of samples using Flame Atomic Absorption found concentrations ranging from 5-105ppm.

A.W. Mellon Environmental Research Fellowship

Summer 2008

*Spectroscopic Determination of Lead Concentration in Soil at Puddingstone Reservoir*Jillian Feldman '09¹, Elizabeth Papalia '09¹, Scott Corey '09¹, and Professor Charles Taylor¹¹Department of Chemistry, Pomona College, 645 N. College Ave. Seaver North, Claremont, CA 91711

Presented at 2007 Southern California Conference of Undergraduate Research (SCCUR)

Independent Study Research

Spring 2008

Researched lead concentrations in candy produced in Mexico under the supervision of Professor Charles Taylor.

PRESENTATIONS/POSTERS

Feldman, J., DeSantiago, S., Cahoon, L., Wu, M., Lancaster, K., Rockmill, B., and Hoopes, L.L. Mays; Reset of the *Saccharomyces cerevisiae* Aging Clock by Meiosis During Prophase Recombination Period. Annual Conference of the American Society for Cell Biology Conference, San Francisco, CA, December, 2005.

Feldman, J., Lopez, K., Sazinsky, M., and Crane, E.J.; Characterization of a CoA Disulfide Reductase/Rhodanese Enzyme from a Psychrotolerant *Shewanella* species. Gordon Research Conference on Protein Cofactors, Radicals, and Quinones, Ventura, CA, January, 2008.

HONORS & ACHIEVEMENTS

- Elected to Sigma Xi, the Scientific Research Society (2008)
- Craddock McVicar Award (2008)--provided funding for summer research and teaching in the Fall semester
- Craddock-McVicar Teaching Fellow (2007)--one of three students selected by Pomona College to integrate teaching and research.

CAMPUS LEADERSHIP

- **Resident Advisor, 09/2008 -- Present**
- **Co-founder & Head Mentor, International Student Mentor Program, 05/2007 -- Present**
- **Coach of Claremont Colleges Men's Club Volleyball Team, three consecutive years**
- **Photographer, *The Student Life* (Pomona College student newspaper), 09/2007 -- Present**

REFERENCES

Thomas Fink, Ph.D.

Professor, Chemistry

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Professor, Chemistry

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Julia.hood@berkeley.edu

James Pomona, Ph.D.

Thesis Advisor, Chemistry

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