

Developing a Curriculum Vitae (CV)

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A resume is a resume is a
resume

- Who here today has created a resume?
- What sections does your resume contain?

The Latin term
vitae or vita means...

“the course of one’s life or career”.

Despite its fancy name, a CV is simply a unique style of resume preferred in specific arenas:

- Academic
- Scientific
- Research
- Teaching
- Medical
- Graduate program application
- Grant & fellowship application
- International applications

Commonalities With Resumes

- Info in reverse chronology (as a general rule)
- Name & page number on subsequent pages
- Be relevant with information
- Organize categories of information for best impact to reader
- Be concise; use protocol for the discipline/field
- Know your target readers; address their needs

How does a CV differ from a resume?

- Rarely includes an objective
- Generally plain appearance; focused on content
- Includes categories of information that extend beyond typical resume sections
- Length can exceed two pages
- Thus, it is an *extended*, biographical resume

Common CV Categories

(note: some sections are also utilized on a standard resume)

- Education or Degrees
- Relevant Coursework
- Work History
- Class Projects
- Certifications / Credentials
- Honors / Achievements / Awards
- Thesis / Dissertation Abstracts
- Research Interest(s)
- Research / Laboratory Experience / Skills
- Research Submitted and in Preparation
- Teaching Interest / Experience
- Instructional Experience
- Instrumentation Experience
- Fieldwork Experience
- Training / Clinics / Seminars
- Specializations
- Languages
- Study / Travel Abroad
- Grants and Funding
- Scholarships
- Assistantships / Fellowships
- Papers / Publications / Works in Progress
- Presentations
- Lectures
- Courses Taught
- Professional Associations / Memberships
- Student Affiliations
- Professional Service
- Committees
- Conferences / Conventions Attended
- Community Service
- Co-curricular Activities
- Extracurricular Activities
- Travel
- References / Recommendations
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Let's Get Started

- Review the list of CV categories in the previous slide
- Check categories that you can potentially include in your own CV draft
- List examples of experiences that you can cite for each category

A worksheet is provided on the next slide

CV Development Worksheet

Category/Section

Examples (with description)

1. _____

2. _____

3. _____

Undergraduate Brainstorm Ideas

Suggestions of what an undergraduate might include (not necessarily in the order given)

- **Awards and Fellowships** – List achievement awards earned. Include appearances on the President's list and honor societies.
- **Research Experience** – Cite field activities and other investigations you have participated in. Include research methods classes, senior projects, capstone courses, significant lab work or library research projects. Provide details of the projects and your level of participation.
- **Professional Meetings** – Mention any papers you have presented at professional, departmental, or organization meetings. Conferences attended are not generally listed unless the attendee has played a significant role in the meeting (planned, coordinated, presented, or such). However, as a young professional beginning your career, you might be able to list conferences attended as it shows you are involved in your field. Provide details of conference, dates, and the nature of your participation.
- **Papers and Publications** – It may be beneficial to get something published before you graduate. Student journals and conference proceedings provide good venues for this. Even if not published, papers that you want to use as writing examples can be listed. Check also with faculty about their current research activities as you may be allowed to be a contributor.

Brainstorm Ideas, continued

- **Teaching Experience** – Have you heard the phrase, “a teachable moment?” You have had more moments of teaching than you may realize. These include tutoring, significant class presentations, as well as presentations done in internship, work and volunteer settings. Include any teaching done as a lifestyle or resident advisor, lifeguard, scout, etc. Provide details.
- **Professional Organizations** – List any professional organization(s) you belong to. Include student organizations. Give dates of affiliation and note any officer or other lead positions held as well as accomplishments achieved within these positions. If you do not belong to a professional organization, consider obtaining membership before you graduate in order to take advantage of a reduced student rate if available.
- **Related Experiences** – List and detail any volunteer, internship and paid work experiences, educational field trips, or other activity that is related to your field.

Career Center Resources

- Counselor Appointments (*call 360-650-4240 to schedule*)
- Career Center Resources, OM 280 (*in Resume Section*):
 - How to Prepare Your Curriculum Vitae***, Acy L Jackson
 - From College to Career; Entry-Level Resumes for Any Major***, Donald Asher
 - The Global Resume and CV Guide***, Mary Anne Thompson