

Tips on Developing a CV Workshop

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The logo for California State University, Dominguez Hills (CSUDH). The letters 'CSUDH' are displayed in a bold, sans-serif font. 'CSU' is in maroon, and 'DH' is in yellow. A thin horizontal line is positioned below the letters.

CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS

What is a CV?

Curriculum Vitae

Latin for “course of life”

- **What is it:** Provides a summary of your experience, academic background including teaching experience, degrees, research, awards, publications, presentations, and other skills, achievements, and credentials.

Uses for a CV

- **Purpose:** To get the employer interested enough to want to meet you. To get you an interview!
- **Needed for:** academic (including grad school), medical, research, and scientific applications in the U.S.

Resume vs. CV

Resume

- Short (1-2 pgs)
- Generally used in non-science careers/sometimes medschool apps, some science industry jobs
- Most relevant experience and skills is at the beginning

CV

- Long (comprehensive list)
- For science/academic careers and grad school, sometimes medschool apps, some science industry jobs
- Academic/work history at the beginning followed by publications & presentations

On average, recruiters look at a CV or resume for 5-7 seconds!

- Clear, easy to read format
- No mistakes! (grammar, spelling, etc.)
- Awareness of what the job requires
 - Highlight what about *you* that fits the job

Communicate YOUR Value

- What are the **5 things YOU** want to communicate to **anyone who looks at your CV/resume?**
- *Take a few minutes and write these out:*

1)??

2)??

3)??

4)??

5)??

****Consider your skills, knowledge, interests, and experience. You should then be able to back these statements up through experience and examples on your CV/resume.**

Have Clear Titles for Each Section

Major Sections:

- Education
- Publications
- Fellowships/Grants/Awards
- Presentations/Seminars
- Teaching/Mentoring Experience
- Community Outreach/Service
- Relevant Work/Research Experience
- Special Technical Skills
- Professional Society Affiliations

General Tips

- Have contact info at very top, before major sections
- Use reverse chronological order (newest to oldest)
- Use **bold** and *italics* to help the reader (not overwhelm)
- Use simple font (Times New Roman) 11-12pt
- Provide brief explanations for awards
- Use blank space to your advantage
- Use quantitative language (i.e. awarded a grant for \$5,000, mentored 5 students, etc.)
- Update often!

Examples

- **Professor CV:**

<https://samanthacleigh.weebly.com/cv.html>

- **Grad Student CV:**

https://alexduman.weebly.com/uploads/1/1/0/6/110678391/alex_duman_cv.pdf

- **Undergrad CV:**

<https://www.careereducation.columbia.edu/sites/default/files/Sample%20Undergraduate%20Science%20CV.pdf>

- **Medical School App CV:**

<https://medicine.osu.edu/student-resources/career-advising/the-cv>

Resources

- **UIUC** → formatting and basics
<https://grad.illinois.edu/sites/default/files/PDFs/CVsamples.pdf>
- **Harvard** → Extensive info for CV, resume & cover letter with examples
<https://hwpi.harvard.edu/files/ocs/files/gsas-cvs-and-cover-letters.pdf>
- **Cornell** → CV versus Resume & how to convert CV into a Resume
<https://gradschool.cornell.edu/career-and-professional-development/pathways-to-success/prepare-for-your-career/take-action/resumes-and-cvs/>

Questions?

- **Is there really no maximum length to a CV, or is there a point where people just stop reading/scanning?**
 - No max (unless a max length is mentioned)
 - Focus on most important things (don't add length just "because")
- **How often should we be updating our CV/Resume?**
 - anytime you get a grant or publication, gain new research experience, do an outreach project, etc. even a small thing
- **Should we begin downplaying/removing information from high school experience(s) (e.g. awards, field-specific summer jobs/internships, etc.)?**
 - It depends...if it is relevant to the job or grad school position, then keep it (i.e. volunteering at a Vet Clinic, shadowing a doctor, research-related work, etc.)
 - You will start to filter the older things out as you gain more new experiences

Your Turn!

1. Start by adding section headings to a Word Doc
2. Under each heading, make a list of your accomplishments (just an outline)
3. Add details and adjust formatting
4. Peer review