



CURRICULUM VITAE (CV) GUIDE

WHAT IS THE DIFFERENCE BETWEEN A RESUME AND A CV?

Resumes and CV's both are used to capture your experience and education as it relates to the position you are applying for, the difference between the two is what the documents focus on. Resumes focus on work, internship, leadership, athletics and volunteer work while

CV's focus on academic accomplishments such as courses taught, publications, research, grant awards, professional development, and curriculum development.

WHEN IS THE BEST TIME TO USE A CV?

Most often undergraduate students will not reach the point of needing a CV and may have more of a targeted resume to their field. Students involved in secondary education and working professionals are those most associated with utilizing CV's.

HOW LONG CAN A CV BE?

There is no set length or format with CV, however typically it consists of 2-4 pages for someone earlier on in their career and closer to 4-7 pages for a more seasoned professional.

WHAT ARE THE COMMON SECTIONS HIGHLIGHTED IN A CV?

- **Name & Contact Information**
- **Education**
- **Dissertation Title or Topic**
- **Fellowships/Awards/Honors**
- **Research Experience**
- **Teaching Experience**
- **Other Professional Experience, e.g., Industry Experience, Government Experience**
- **Presentations**
- **Publications**
- **Licensures**

CV EXAMPLES:

[Economics](#)

[Biology](#)

[Molecular Biology](#)

[Chemistry](#)

[Comparative Literature](#)

[Communications](#)

*CV examples taken from the Career Services Office of UPENN

EDUCATION

Emmanuel College, Boston, MA Expected May 2017

Bachelor of Arts in Elementary Education and Liberal Studies

Honors Program Certificate, ██████████ - Dean's List Recipient

Omicron Delta Kappa Member, Pi Lambda Theta Member

Research Coursework: *Honors Capstone Projects*

"Analysis of Free Meal School Programs" (2013), "Examination of Sex-Segregation in Education" (2014) and "Effects of Stereotype Threat on Academic Achievement" (2015)

Distinction in the Field: *Independent Senior Project with Presentation*

"Social Emotional Learning Principles within Mainstream Teaching" (2016)

LINCESURE

MA Elementary Education 1 – 6 Expected June 2017

Add on Licensures: **Moderate Disabilities & English as a Second Language**

LEADERSHIP ACTIVITIES

Education Club: *President* 2013 to present

- Event planning through organization and facilitation of budgeting, marketing, staffing, and hosting of semi-annual educational symposiums in excess of 50 patrons.
- Curriculum Development by creating and facilitating budgeting, staffing and hosting of annual educational "Food Day" and "Reading Day" at Mission Grammar Elementary School.

Support Our Troops Club: *Founder/President* 2013 to present

- Conceived, launched, and developed an organization of 45 members who support Veteran outreach initiatives.
- Created and led our annual capstone event, "Dinner with the Troops," which was the Educational Event of 2016.

1804 Society: *Committee Member* 2013 to 2015

- Led logistical organization of Senior projects that supported the Sisters of Notre Dame's mission.

CLASSROOM EXPERIENCE

Amos A. Lawrence School: *Public School Practicum* Fall 2016

- 300 hours of 3rd grade SEI classroom experience, of which 100 hours are independent instruction.

Mission Grammar School: *Lesson Implementations* 2015 to 2016

- Nutrition/science/literacy implementations in Catholic setting within 3rd and 4th SEI classroom.

St. John Paul II Catholic Academy: *Catholic School Pre-Practicum* Spring 2016

- 30 hours of Kindergarten literacy observations and lesson implementations.

Eliot Elementary School: *Public School Pre-Practicum* Fall 2015

- 30 hours of 1st grade mathematics observations and lesson implementations in SEI classroom.

C.K. Burn's Elementary School: *Public School Pre-Practicum* Spring 2015

- 30 hours of 3rd grade general observations and pedagogical practice.

Sister Katherine Drexel After School Program: *Volunteer Tutor* Fall 2013

- 20 hours of individualized instructional practice across grades in Catholic setting.

Tobin Elementary School: *Volunteer Classroom Assistant* Fall 2015

- Assisted in 3rd grade with instruction and adapt methods to different students.

C.K. Burn's Elementary School: *Volunteer Classroom Assistant* 2011 to 2013

- Assisted in two 3rd grade classrooms with instruction and organization.

CURRICULUM DEVELOPMENT

Urban Food Project: *Coordinator* 2015 to 2016

- Design unit curriculum on being nutritionally aware within the urban setting.
- Execute the first full year implementation of lessons at Mission Grammar School.

Private Tutor: *Kindergarten student* 2016

- Design and implement science, literacy and math individualized curriculum.

PROFESSIONAL DEVELOPMENT

- *Education Symposium on Diverse Teaching*, Emmanuel College 10/2015, 4/2016
- *Bully Prevention Conference*, Northeastern University 6/2016
- *Conversations on Inclusive Teaching*, Emmanuel College 11/2016
- *Project WILD Science Curriculum Licensure Training* 4/2016
- *Aquatic WILD Science Curriculum Licensure Training* 4/2016
- *FUNDamentals of Math*, Lynch Institute 3/2016
- *Literacy Toolbox*, Lynch Institute 7/2016
- *Preparing for Sheltered English Instruction*, Lynch Institute 10/2016

RESEARCH EXPERIENCE

Psychology Research Assistant: *Sex Segregation in Friendship under Dr. Clare Mehta, Ph.D.* 2015 to 2016

- Ran participants and coded data for a Facebook Study.
- **Poster presentation** at the annual meeting of the American Women in Psychology Conference in Pittsburgh, PA.
 - “Sex Segregation in Women’s Friendships at Mid-Life: A Qualitative Investigation.”
██████████, Meghan Farley, Megan Lambert, Eliana Kafantis & Dr. Clare Mehta
- **Poster presentation** at the annual meeting of the Fenway Psychology Research Conference in Boston, MA.
 - “Sex Segregation and Gender-Typing in College Student’s Friendships.”
██████████, Tabinda Khan, Laurie Paul, Kelly Smith & Dr. Clare Mehta

Education Research Assistant: *Complex Text in SEI/GE Classes under Dr. Christine Leighton, Ph.D.* 2015 to present

- Transcribed audio and coded teacher/student talk of approx. 75 expository text lessons during Summer/Fall 2016.
- **Publication in peer-reviewed journal** “New England Research Association Journal” within the Fall 2016 issue focus on writing and thinking outside the box.
 - “Thinking like a scientist: Advancing English Learners’ disciplinary knowledge and academic language using complex expository text.” Christine Leighton Ed.D., Lisa O’Brien Ed.D. & ██████████.
- **PowerPoint Presentation** at Emmanuel College’s annual Summer Research Symposium.
 - “Education Department: Summer Research” ██████████, Dr. Christine Leighton & Dr. Lisa O’Brien.

GRANTS & AWARDS

Massachusetts’s Educational Recruiting Consortium Educator Award: *Recipient* 2016

- Wrote and won proposal for funds to support private tutoring materials.

Honors Research and Creative Activities Award: *Recipient* 2016

- Applied through written proposal, won, and conducted research study on the Olweus Bully Prevention Program within a PA elementary school.

New Balance Foundation: *Coordinator Recipient* 2015

- Wrote and sent progress reports to grant provider to update on details of the Urban Food Project.

EMPLOYMENT

Milton Camp 3 Ponds: *Camp Director* 2014 to 2015

- Organized, facilitated, and managed an 8-week summer camp on a lake for over 50 campers.
- Managed sleepover opportunity, family cookout/talent show and the creation of the first annual “Penny Carnival.”

Peer Tutor: *Foundations of Mathematics for Teachers* 2014 to 2015

- Created individualized instructional plans and facilitated large group sessions.

Saco Parks and Recreation: *Senior Counselor* 2010 to 2013

- Supervised camp of 200 children with specific responsibility for 20 campers.

VOLUNTEER

St. John Paul II Catholic Academy’s Bible Studies Camp: *Counselor* 2016