UF CAREER CONNECTIONS CENTER

CV Guide

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STUDENT LIFE | UNIVERSITY OF FLORIDA

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Crafting a CV

Curriculum Vitae: Latin, course of (one's) life

- A curriculum vitae is your first point of contact between you and your future colleagues.
- The role of a CV is to grab the interest of the reader and encourage him/her to look over your other application materials.
- Consider these questions as you are crafting your CV:
  - What will your audience be looking for?
  - What do you have that other applicants may not?

Comparing the Curriculum Vitae and Resume:

- A curriculum vitae and a resume are similar in that both highlight one's education and relevant experience.
- CV:
  - Tends to be longer and is used more widely when candidates have published works like scientific evidence or journals. Common for graduate students
  - Includes any research experience, teaching experience, and publications.
  - More comprehensive as they are used when applying to positions where specific field knowledge or expertise is required.
- Like a resume, there is no one correct format for a CV- the key is formatting and organization!

Curriculum Vitae (CV)	Resume
Goal: Obtain an academic position, research position, or grant	**Goal:** Obtain a nonacademic job
Audience: Fellow academic/researcher of similar field	**Audience:** Potential nonacademic employers
Structure: Text-heavy	**Structure:** Minimal text, concise, achievement oriented bullet points

Length: (Flexible) as long as necessary
   ○ Doctoral CVs typically 3-4 pages
   ○ Master's CVs typically 1-3 pages
	Length: Typically 1 page; limited to 2 page maximum

Content: Complete history of academic pursuits (including teaching, research, awards, and service) ○ Tailored to highlight ability to conduct research/teach OR tailored to highlight ability to fit with specific job/field	**Content:** Summary of most relevant skills and experiences tailored to ability to fit with specific job/company

General Formatting

- Be consistent in your formatting.
- Use formatting (bold, italics, underlines) to separate sections and help readers navigate the page.
- Some opportunities prefer a traditional CV (very basic formatting, essentially lists, no descriptions).
- After the first page, begin page numbering (2,3,4,5....)
- 0.5 Margin Minimum; 11pt Font Size Minimum
- Use Standard Fonts (i.e. Arial, Times New Roman)
- When applying to professional schools/programs, it is important to check their website for required CV formatting (CVs vary per school, program, and even field of study)
- Tell what you did, how you did it, and what the result was.
  - If altering your CV into a resume for a non-academic job, focus more on the processes than the content of the work, and use bullet points.

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Formatting

- Typically, a CV should begin with contact information and education.
- Sections that include items with various dates (such as education, research experience, service work, etc.) should be listed in reverse chronological order.

Personal Information

- The personal information section can appear as the header.
- Be sure to include: your name, home address, phone number, and email. Some students will include their office/department contact info.
- **Do not include: date or place of birth, marital status, gender, religion, social security number, etc. (These should never be included on your CV or resume).**

Education

- Should include the name of the colleges/universities attended, the location (city, state, and country if outside of the United States) of each facility, the type of degree earned along with the field of study, and the graduation date.

Experiences

- Most experiences should contain at least 3 bullet points or a description
- Transferable skills are the tasks you know how to do regardless of where they take place. They describe your functional skills.
- Action verbs are strong active words which help you clarify your activities in a meaningful and relevant way.
- Emphasize results to show accomplishments. -> Action verb + Transferable skills/Task = Result.

References

- Unlike a resume, a CV includes references.
- If possible, provide 3-6 references (with at least name, address, and contact information) of individuals who can comment positively on your capabilities. Remember:
  - Always ask references if you can include them on any documents and let them know if they may be contacted.

Additional Suggested Sections for a CV

- Academic Service
- Administrative Experience
- Articles
- Awards
- Certificates
- Committee Leadership
- Community Service
- Conference Leadership
- Conference Presentations
- Conferences Attended
- Dissertations/Thesis
- Departmental Service
- Education Interests
- Endorsements
- Exhibitions
- Fellowships
- Grant Writing Experience
- Grant Funding Received
- International Study
- Journal Reviews
- Leadership
- Licensure
- Master's Project
- Panels Organized
- Panels Served On
- Presentations
- Professional Associations
- Professional Certifications
- Professional Experience
- Publications
- Relevant Courses
- Related Employment
- Research Fields
- Research Interests
- Scholarly Presentations
- Scholarly Works
- Scholarships
- Skills & Languages
- Study Abroad
- Teaching Assistantships
- Teaching Interests
- Teaching Overview
- Teaching Summary
- Technical Skills
- Thesis
- Travel Abroad
- University Involvement
- Workshops

When choosing which categories to include on your resume, think about which will highlight your most prestigious strengths and achievements in the position/field you are applying for. You may also reformat the categories so that your strongest points appear earlier in your CV.

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EDUCATION

PhD, Discipline Area   Graduation Month and Year
- College of _____, University of Florida- Gainesville, FL
- Dissertation: title or topic

Master's Degree, Discipline Area   Graduation Month and Year
School if appropriate, University Name- City, State
- Master's Thesis: title or topic
- Certifications/Award (Can be included here or in later section)

Bachelor's Degree, Discipline Area   Graduation Month and Year
- University Name- City, State

SUMMARY OF RESEARCH SKILLS (Optional)
- Examples: Project management, grant and proposal writing, research methodology & design, Institutional Review Board clearance, participant recruitment, data collection, data management, statistical analysis (SPSS, Mplus, ATLAS.ti), online survey design and programming (Qualtrics), oral presentations, cost effectiveness analysis

RESEARCH INTERESTS (Optional)
- Examples: Obesity, obesity related co-morbidities, physical activity, nutrition, social support, technology-based health interventions, structural equation modeling, health behavior theory, health communications, research dissemination & translation

PROFESSIONAL EXPERIENCE

Your Title   Month Year - Present
Company/Organization, City, State or Country
- Start each bullet with a skills-based action verb
- Be sure to quantify your accomplishments, not just describe tasks and responsibilities
- Use keywords that demonstrate your knowledge of the field and technologies as appropriate
- More details

RESEARCH EXPERIENCE

Your Title   Month Year - Present
Company/Organization/Class/Department, City, State or Country
- Start each bullet with a skills-based action verb
- Be sure to quantify your accomplishments, not just describe tasks and responsibilities
- Use keywords that demonstrate your knowledge of the field and technologies as appropriate
- More details

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Curriculum Vitae Example

TEACHING & MENTORING EXPERIENCE

Your Title   Dates
Course Name, University of Florida
- Begin each bullet with a skills-based action verb
- Be sure to quantify your accomplishments, not just describe tasks and responsibilities
- Use keywords that demonstrate your knowledge of the field and technologies as appropriate
- More details

PUBLICATIONS
- Use the citation structure appropriate for your discipline/area of study
- Bold your name within the list of authors

SELECTED PRESENTATIONS
- Use the citation structure appropriate for your discipline.
- Bold your name within the list of authors if appropriate

PROFESSIONAL AFFLIATIONS
- Include memberships, leadership roles, and dates

AWARDS & HONORS
- Things to Include: Funding Agency (agency or departmental/university award), Type or Title of Award, Date(s), amount (optional)
- This section demonstrates how you are recognized by your department or professional organizations
- Award amounts may demonstrate your ability to win grants or manage funds

REFERENCES

Name
Title
Department (If Applicable)
College/Organization/Company
City, State, ZIP
Phone, Email

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CV to Resume Guide

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Creating a Resume from Your CV

- A resume is a strategic document that helps you proceed through the process of your next step.
- For your resume, focus on your accomplishments, strengths, and transferrable skills directly relevant to the position you are applying to.
- Your resume needs to be concise and scannable for multiple stages in the screening process by both Applicant Tracking Software and individuals
  - Applicant Tracking Software that sorts, scan, ranks your resume based on an algorithm aligned with the job posting.
  - Individuals in the HR department to further narrow the applicant pool, and finally by a hiring manager who is an expert in the role's day-to-day.

General Tips

- Resumes are about skills and experience, not being a subject matter expert, focus on what you have done, not what you know
- Remove all sections that are not highly relevant to the position you are applying to
- Tailor to the job/program applying for
- When applying for industry positions, keep resume to 1-2 pages
- Use 10-12 size font in a professional style
- Margins should be no smaller than 0.5 inches
- Experiences are to be listed in reverse chronological order or by importance/relevance
- Proofread! Check punctuation, grammar, and sentence structure
- Use verbs similar to those found in the job posting or that kind of work
- Use nouns (keywords) that relate to things that are part of the job with which you may have previous experience
- All dates, abbreviations, and formatting should be consistent

Questions to Ask Yourself Before Building Your Resume

- Who is my audience? To whom am I writing, and why will they care?
- What are your research skills? Show what you can do, not what you know.
- What experiences are most relevant to the position?
- Do my descriptions summarize what I've learned or accomplished?
- Which competencies and skills do I want to highlight throughout my resume? 6. Can the reader visualize my experiences?

Sections to Omit on Your Resume (Unless Explicitly Asked For)

- Publications
- Presentations/Conferences
- Affiliations
- Academic service
- Fellowships and academic awards (unless it is grant writing with a national or international organization)
- References

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FIRST NAME LAST NAME

Geographic Location | Phone Number | Email Address | LinkedIn Customized URL/Online Portfolio

PROFESSIONAL SUMMARY
3-5 sentence introduction to your professional identity. It should briefly summarize your professional accomplishments and key skills that are directly relevant to the position.

SKILLS (List job-related skill found in posting that you possess)
Technical Skills: SQL, C++, MatLab
Languages: English (native), Spanish (conversational)
Research Skills: Statistical Analysis, Flow Cytometry, mRNA Synthesis

RESEARCH EXPERIENCE

Research Assistant   Month Year – Month Year
Name of Research Lab, Location
- Action Verb (describing a skill) --> Task/goal/duty/responsibility -->result or why it matters
- Designed --> task/goal/duties related to project management --> result or relevance
- Collected data --> task/goal/duties/purpose --> purpose or relevance
- Analyzed task/goal/duties related to data process and analysis --> result or relevance
- Presented findings at [insert venue] to an audience of [subject matter experts, stakeholders, policymakers, etc.]
- Should have at least 2-3 bullet points demonstrating transferrable skills
- Include relevant publication here

TEACHING EXPERIENCE

Instructor   Month Year – Month Year
Class Name, University of Florida
- Action Verb (describing a skill) --> Task/goal/duty/responsibility -->result or why it matters
- Focus on communication, management, learning design, leadership, intercultural competency, and assessment skills
- Reconceptualized complex topics [subject matter] --> how you did it --> result or why it matters
- Should have at least 2-3 bullet points demonstrating transferrable skills

LEADERSHIP

Position   Month Year – Month Year
Name of Organization, Location
- Action Verb (describing a skill) --> Task/goal/duty/responsibility -->result or why it matters
- Should have at least 2-3 bullet points demonstrating transferrable skills

INVOLVEMENT

Name of Organization, Location   Month Year – Month Year
Name of Organization, Location   Month Year – Month Year
Name of Organization, Location   Month Year – Month Year
- Include involvement such as industry professional organizations, presentations
- List officer positions held, committee involvement

EDUCATION

Master's Degree   Obtained Month and Year of Graduation
University of Florida, Gainesville, FL   Overall ____/4.0

Bachelor's Degree   Obtained Month and Year of Graduation
University of Florida, Gainesville, FL   Overall GPA or Major GPA ____/4.0