

WRITING AN EFFECTIVE CURRICULUM VITAE



SCHOOL OF
PUBLIC HEALTH
Office of Career Services

WHAT IS A CURRICULUM VITAE?

A Curriculum Vitae (CV) is the appropriate way of presenting yourself for employment in academic and research based settings. It can also be used when applying for fellowships and grants. The CV has an academic focus and is a very important tool for graduate students. It consists of a summary of your background in the areas of teaching, research, and service. This would include courses taught, research conducted, publications, awards, and service work. A CV can be much longer than a standard resume and would not be appropriate for most other job types in the public or private sector.

A CV MAY INCLUDE, BUT IS NOT LIMITED TO

- Name and contact information, including mailing address, phone number, and e-mail address
- Professional qualifications
- Major/Area of Study for all degrees showing dates and institutions
- Work experience
- Teaching experience (including associate instructor or GA positions)
- Research interests, dissertation, thesis
- Publications, presentations, articles, abstracts, books
- Grants applied for, grants obtained
- Leadership experience/ service work
- Professional affiliations/memberships
- Specific skills and certifications

BLOCK HEADERS

The headings and categories of information you choose to include on your CV may vary. Looking at a sample CV or the CV of your professor/faculty advisor may be useful in determining the headings and categories that best illustrate your qualifications for a particular position.

FONT

Always print the CV in a standard typeface that is easy to read, such as Times New Roman, Arial, Calibri, Garamond, or Georgia. Avoid fonts that are difficult to read or do not offer a mature, conservative feel. The typical point size is 11 points. You should never use smaller than a 10 point font and generally no greater than a 12 point font.

FORMATTING

Consistency is essential. Utilize a consistent font throughout and the same header style for each section. Align bullets, dates, and locations along the same tab stops throughout the document. Sudden changes in format or alignment from one section to the next will make things more difficult for the reader and may be seen as a lack of attention to detail.

VARIATION

There are numerous ways to format a CV. One example is provided on the next page, but there are many potential formats that may work, depending on your specific discipline. Take the opportunity to review many sample CVs. Ask the advice of career coaches, faculty, and peers when formatting your CV. Have the document reviewed by several people before circulating.

SAMPLE CV OUTLINE

Joonwan Lee
1234 W. Maple Lane
Anywhere, IN 47405
812-555-5555 • email@indiana.edu

SUMMARY OF QUALIFICATIONS

This section is optional. A summary of qualifications lets you describe your key skills and qualifications for the position. Review the job description carefully and craft a profile or summary that demonstrates you are an excellent match for the position. Emphasize the qualities and skills you possess that align with the job requirements.

EDUCATION

List your education in reverse chronological order with the most recent first. In addition to the institution and degree, include major, minor, dissertation, thesis, and academic honors received.

EXPERIENCE BLOCKS

Includes academic appointments such as teaching & research assistantships, along with work experience listed in reverse chronological order. Depending on the amount of experience and relevance to field, you may also divide your experience into more than one section of the CV with titles such as Teaching Experience, Research Experience, Relevant Work Experience, etc.

PAGE NUMBER

Include a page number in the footer of each page to assist reader with the navigation of your multi-page document.

Summary of Qualifications

Research: Eight years research experience in leisure behavior and public health areas. Multiple publications in peer-reviewed scholarly journals. Diverse extramural and internal research grants awarded. Specialty in multivariate statistics, structural equation modeling, measurement scale validation, and quantitative research methodology.

Teaching: Six years of college teaching in recreation management, sports programming, leisure services, and wellness. Experienced in the development of university curriculum for general education and certification programs.

Service: Exceptional service for faculty and graduates in statistical data analysis, research design, and intervention program development.

Professional Experience: Work experience in leisure service organizations, sport associations, health institutes, and colleges for ten years.

EDUCATION

Doctor of Philosophy (Ph.D. Candidate) August 2015 – Completion May 2020
Indiana University, School of Public Health
Bloomington, IN

Major: Leisure Behavior | Minor: Sport Management

Dissertation: Examination of Associations between Physical Activity and Psychological Distress as Multidimensional Constructs in College Students. Dr. Sarah Young, Chair.

Master of Physical Education March 2010 – August 2013
Yong In University, School of Sports Science
South Korea

Major: Golf Management

Thesis: The Effect of Different Types of Corrective Feedback on Sports Performance. Dr. Kyojun Kim, Chair.

Bachelor of Science February 2004– February 2008
Sogang University, School of Natural Sciences
South Korea

Major: Life Science | Minor in Psychology

TEACHING EXPERIENCE

Indiana University, Department of Recreation, Park, and Tourism Studies August 2018 – Present
Associate Instructor Bloomington, IN

- Teach leisure service courses in interactive style promoting student engagement
- Employ problem-based learning (PBL) techniques allowing students' hands-on experiences
- Formulate course materials which are compatible with educational technologies such as Canvas
- Assess students' learning outcomes by making and deploying standardized rubrics based on course goals
- Human Resource Management in Leisure Services (3 credits), independent instruction
- Recreational Sports Programming (3 credits), co-instruction

Indiana University, Department of Recreation, Park, and Tourism Studies August 2018 – Present
Teaching Assistant Bloomington, IN

- Taught students topics of leisure studies and made informative presentations to the learners
- Assisted course instructors in preparing and delivering lectures
- Facilitated class discussions and activities and graded assignments and exams
- Human Resource Management in Leisure Services (3 credits)
- Legal Aspects of Recreation (3 credits)
- Doctoral Seminar: Leisure Behavior (3 credits), graduate course

Sogang University Mar 2008 – Jun 2013
Lecturer South Korea

- Instructed graduates and undergraduates in recreation administration and public health course
- Developed course syllabus, in-class activities, assignments, exams, and field trip plans
- Formed recreation, sports administration, and health courses in general education and certification programs
- Established the 'Golf CEO' certification program affiliated with the Korea Professional Golf Association (KPGA), the Korea Ladies Professional Golfers' Association (KLPGA), and the United States Golf Teachers Federation (USGTF)
- Initiated golf programs for the community of faculty and administrators and their families

SAMPLE CV OUTLINE

HEADER

Include your name in the header of each page.

RESEARCH EXPERIENCE

Includes research positions, projects, and interests. List research experiences in reverse chronological order. This section should come directly after Education if you are applying for a research-based position.

PUBLICATIONS

List any journal articles, book chapters, or abstracts for which you are an author. Format using the reference style for your particular discipline, for example, APA style. Refer to a reference style manual for proper formatting. Author, I. M. (Year). Place article title here. Name of Journal, Volume (Number), 252-254.

PAPERS PRESENTED AT CONFERENCES

List any presentations you have presented or co-presented at professional or academic conferences.

Include: Title of Presentation. Presented at Name of Conference, City, St, Year

CURRENT RESEARCH INTERESTS

List in bulleted form or describe in paragraph form your research interests and goals.

RESEARCH EXPERIENCE

Indiana University, Department of Recreation, Park, and Tourism Studies

Research Assistant

- Design studies with consideration of research ethics and target populations' cultural characteristics
- Validate measurement scales and perform strategic statistical analysis on collected data
- Utilize structural equation modeling (SEM) in data analysis with the compatible statistical software of Statistical Package for the Social Sciences (SPSS) and Analysis of Moment Structures (AMOS)
- Make online survey questionnaires by applying an advanced online survey program, Qualtrics
- Develop official visual result reports of statistical data analysis
- Conduct data mining and database building
- Draft publication manuscripts and revise them in the peer review process of scholarly journals
- Stages of Motivational Readiness for Change (SMRC) studies, which research target populations' motivational readiness to be physically active, Roles: Co-Investigator and Statistical Data Analyst
- Problem-Based Learning (PBL) in Recreation and Sport Education studies investigating the effect of the PBL approach in the context of recreation and sport education, Roles: Co-Investigator and Statistical Data Analyst
- Youth Enrichment through Sport (YES) Ghana project, which supplied after-school sport programs disseminating public health messages to underprivileged Ghanaian youth, Roles: Co-Investigator and Statistical Data Analyst
- *Utilizing Learning Analytics: Exploring the Success of Student Course Achievement on Graduation* project that examined the impact of the general education curriculum of the Department of Recreation, Park, and Tourism Studies, Role: Principal Investigator and Statistical Data Analyst

Aug 2017 – Present
Bloomington, IN

Indiana University, Department of Recreation, Park, and Tourism Studies

Research Assistant

- Manage and statistically analyzed data
- Formulate visual data analysis reports
- American Red Cross Learn to Swim (ARC-LTS) project which offer educational sessions about water safety to children and assess attitude changes, Role: Statistical Data Analyst
- Collegiate Club Swimming: An Examination of Motivations of Recreational Club Swimmers study investigating factors motivating college students to participate in club swimming, Role: Statistical Data Analyst

Aug 2017 – Present
Bloomington, IN

Korean Society for Health Promotion & Disease Prevention (KSHDPDP)

Researcher

- Participated in exercise, health, and disease research, from participant recruitment, data collection, statistical data analysis, and publication of scholarly journal articles
- Designed physical activity programs for youth and adults managing chronic disease
- Organized recreation activity programs that aid socially active life of senior citizens and middle-aged women
- Interviewed patients overcoming depression and obsessive-compulsive disorder (OCD) in both face-to-face and online settings

Mar 2008 – Jun 2013
South Korea

Publications

- **Lee, J.**, & McCormick, B. P. (in preparation). Gender Differences in Associations between Physical Activity and Psychological Distress as Multidimensional Factors. *Social Science and Medicine*.
- **Lee, J.**, & Young, S. J. (in preparation). A Novel Structural Model to Validate the Depression Anxiety Stress Scales-21 (DASS-21): Multidimensional Examination of the Structure. *British Journal of Clinical Psychology*.
- **Lee, J.** (in preparation). Comparing the Energy Expenditure and Behavioral Frequency Dimensions of Physical Activity in Reduction of Psychological Distress: A Methodological Perspective. *American Journal of Health Promotion*.

Papers Presented at Conferences

- Young, S. J., Ramos, W. D., **Lee, J.**, & Ostermeyer, M. (2018, February). Youth Recreational Sports Program: A Vehicle towards Positive Public Health Outcomes. National Symposium: Parks and Recreation in Public Health, Bloomington, IN.
- Mowatt, R., Allsop, J., Young, S. J., Knapp, J., & **Lee, J.** (2018, February). Utilizing learning analytics: Exploring the Success of Student Course Achievement on Graduation. Academy of Leisure Sciences Teaching Institute, Greenville, NC.

Current Research Interests

- Build and validate scholarly resources of statistical study models, measurement scales, and theoretical approaches in the areas of leisure behavior and public health
- Organize sustainable exercise programs that include diverse strategic support for the community in the context of leisure behavior and public health
- Define influential elements which reinforce individuals' active engagement in exercise programs
- Examine relationships of physical activity, psychological distress, and associated demographic factors
- Study physical activity and diverse health states such as obesity, obsessive-compulsive disorder (OCD), eating disorder, and quality of life

SAMPLE CV OUTLINE

GRANTS

List grants applied for and grants received. Include name of grant, title of project, and dates.

PROFESSIONAL AFFILIATIONS

List professional organizations of which you are a member.

SERVICE

List committees and organizations for which you have served as a member or held a leadership role

HONORS AND AWARDS

List honors and awards you received. Include the name of the award, the organization, and the date.

REFERENCES

List in bulleted form or describe in paragraph form your research interests and goals.

OTHER BLOCK HEADERS

Certification
Licenses
Skills

GRANTS

Indiana University, Department of Recreation, Park, and Tourism Studies

\$3,950 | January 2020

Principle Investigator

Bloomington, IN

- Graduate Director's Fellowship. Gender Differences in Associations between Physical Activity and Psychological Distress as Multidimensional Factors.

Indiana University, Leisure Research Institute

\$2,000 | December 2019

Principle Investigator

Bloomington, IN

- Leisure Research Institute Faculty and Student Small Grant Research Program. A Novel Structural Model to Validate the Depression Anxiety Stress Scales-21 (DASS-21): Multidimensional Examination of the Structure. December 2016.

Professional Affiliations

- Member, National Recreation and Park Association (NRPA)
- Member, Academy of Leisure Sciences
- Member, National Intramural and Recreational Sports Association (NIRSA)

Service

Indiana University, Department of Recreation, Park, and Tourism Studies

Bloomington, IN Aug 2015 – Present

- Serve doctoral students and faculty by giving professional consultancy on statistical data analysis and research design in dissertations and research projects; aided four Ph.D. dissertations and five research projects of faculty

Korean Society for Health Promotion & Disease Prevention (KSHPPD)

South Korea Oct 2010 – Present

- Provide consultancy to researchers on quantitative research methodology and statistical data analysis
- Offer guidance in operation of physical activity intervention programs
- Translate documents from Korean into English in research projects and community health programs; seven manuscripts translated were published in peer-reviewed journals

Honors & Awards

Indiana University, School of Public Health, Bloomington, IN

- Graduate Director's Fellowship
- Student Academic Appointment
- Garrett G. Eppley Scholarship

2018– 2019 Academic Year

2018– 2019 Academic Year

2018– 2019 Academic Year

References

Name of Reference

Title

College, School or Department Name

Street Address

City, ST ZIP

812-555-5555

email@indiana.edu

Name of Reference

Title

College, School or Department Name

Street Address

City, ST ZIP

812-555-5555

e-mail@indiana.edu

Name of Reference

Title

College, School or Department Name

Street Address

City, ST ZIP

812-555-5555

email@indiana.edu