

MAKE YOUR CAREER EPIC!

Explore career paths and learn about yourself.

Prepare to market yourself in your field.

Implement your plan through internships, volunteer work, and other field experiences.

Career Launch!

CV WRITING GUIDE

Career Coaches are available to help students and alumni with their CVs!
Contact us to schedule an appointment.



CPD@mercy.edu



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The Curriculum Vitae (CV)

A CV should only be used when specifically requested. This might occur in the following instances:

- Applications for admission to graduate or professional programs
- Proposals for fellowships or grants
- Applications for international employment
- Independent consulting in a variety of settings
- Providing information related to professional activities (i.e., applications for professional memberships and leadership positions, and presentations at professional conferences)
- Applications for positions in academia, including:
 - Higher education positions in teaching and research
 - Institutional research and consulting
 - School administration (i.e., elementary or secondary principals, superintendents, deans of schools)

CURRICULUM VITAE	RESUME
<ul style="list-style-type: none">➤ Most often required for higher education and research positions➤ Demonstrates a candidate's full professional work history and experiences➤ Comprehensive biographical statement focusing on professional qualifications and activities➤ Includes more diverse experiences	<ul style="list-style-type: none">➤ Most commonly required for industry positions➤ Focuses on the candidate's strongest, most relevant qualifications and experiences➤ Demonstrates a fit for a specific job or type of position➤ Provides a summary of educational and experience-based qualifications

GUIDELINES

- Organize your document in order of relevance to job description/industry
- Organize each section in reverse chronological order – list present first; then proceed with earlier items
- Use consistent formatting; font size should be 10-12 and consistent throughout the document
- Grammar, spelling and typing should be flawless
- Do not exaggerate experience or skills
- Use concise phrases with minimal punctuation
- Use industry-appropriate format (MLA, APA, etc.) when citing publications and presentations, contact your faculty or advisor with questions
- Do not include photos
- List your name and page number on each page (after first page)



CV Sections

Contact Information

- Name
- Current address
- Email and phone number

Education (*reverse chronological order*)

- Name of college/university
- Location (city/state)
- Date of completion
- Title of academic degree
- Area of specialization (if applicable)
- GPA (if over 3.5)
- Title of thesis/dissertation (if applicable)
- Relevant Coursework (optional)

Certifications

- List all relevant certifications and the year received (or expected)

Special Awards and Honors

- Title/name
- Date received

Relevant Experience (*experience related to the field in reverse chronological order. Includes part time, full time, internship, practicums and student teaching*)

- Institution/organization/company
- Department
- Location (city/state)
- Title/position and date
- Describe research scope/abstract
- Description of duties starting with action verb

Work Experience (*experience unrelated to the field reverse chronological order*)

- Institution/organization/company
- Department
- Location (city/state) and date
- Title/position
- Description of duties starting with action verb

Publications/Papers (*in fine arts, this can include recitals and art exhibits*)

- Use proper citations (consult faculty if needed)
- All authors' names (bold your name)
- Title of article
- Journal name
- Date of publication
- Publication status (submitted, under review, in press)

Presentations

- Presenters' names (bold your name)
- Title of presentation
- Name of conference
- Date and location (city, state)
- Award received (if applicable)

Research

- Description of research projects recently conducted or in progress
- Include type of research and brief description of the purpose

Institutional Service

- List all committees you have served on, student groups you have led or special academic projects which you have assisted

Courses Taught

- List the names of courses you have taught, institution and dates taught

Grants Received

- Name of grant
- Granting agency
- Date received
- Title/purpose of project
- Amount of grant
- Principal investigator or co-principal investigators (if applicable)

Professional Memberships

- Relevant memberships only
- Organization name
- Role (if applicable)
- Date and location (city, state)

Other Competencies/Skills

- Can include languages, technology, laboratory

Community/Volunteer Involvement

- Name of organization
- Date and location (city/state)
- Description of responsibilities

Educational Travel

- Names of countries, dates, purpose (typically only include if relevant to the position/ grant for which you are applying)

References

- Name of reference
- Title/department
- Organization/institution
- Contact information (address, phone, email)

CINDY SMITH

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csmith@mercy.edu
917 123 4567

EDUCATION

Mercy College, Dobbs Ferry, NY
Bachelor of Science in Health Science
GPA 3.8

May 20xx

RELATED COURSEWORK

Human Anatomy & Physiology, Microbiology, Pathology for Rehabilitation, Statistics for the Social & Behavioral Sciences

CERTIFICATIONS

Certified Physical Therapy Aide
Red Cross CPR, AED, and First Aid Certified

July 20xx – Present
January 20xx – Present

AWARDS AND ACHIEVEMENTS

Dean's List, all quarters in attendance
McNair Scholar

RELEVANT EXPERIENCE

AthletiCo, Dobbs Ferry, NY
Rehabilitation Aide

August 20xx – Present

- Assist patient with general warm-up and take home exercises to ensure proper form and prevent injury
- Observe head physical therapist 2-3 times per week to understand best practices in patient communication and techniques
- Conduct needs assessments under the close guidance of a physical therapist to determine the best route of therapy
- Maintain patient charts by updating, contacting insurance companies and overseeing payments

Mercy College, School of Health & Natural Sciences, Dobbs Ferry, NY
Student Assistant

September 20xx – April 20xx

- Acted as lab proctor for two Anatomy & Physiology I classes to guarantee all lab guidelines are being followed
- Managed advising schedules for 5 full-time staff members using Microsoft Outlook
- Coordinated front desk schedule to ensure coverage during all open office hours
- Developed a walk-in advising system to increase the number of students seen per day by 20%

Sunnydale Senior Living, White Plains, NY
Activities Volunteer

April 20xx – July 20xx

- Developed and facilitated 2 activities each week, such as group walks and games, to increase physical activity
- Promoted and marketed upcoming events within residential facility to increase attendance

ADDITIONAL EXPERIENCE

Mercy College, Dobbs Ferry, NY
PACT Student Worker

January 20xx – May 20xx

- Assisted with special projects, planning and coordinating activities
- Prepared materials for meetings and student events
- Performed a full range of administrative duties

PAPERS

"Study on Influenza Vaccine in Young Children – Myth vs. Reality," Capstone paper for Honors in Health Science, April 20xx

PRESENTATIONS

Poster Presenter, April 20XX

Spring Undergraduate Research Poster Session, Mercy College, Dobbs Ferry, NY

- Created poster display explaining research summary regarding proposed rehabilitation exercises app for patients with ACL injuries

RESEARCH EXPERIENCE

Good Samaritan Hospital, Yonkers, NY

January 20xx – May 20xx

Lead Research Assistant Intern

- Tracked and input 105 patients' vitals into SPSS to better understand the correlation between obesity and heart rate
- Examined IRB applications and publications for spelling, grammatical, and errors to ensure accuracy and completeness
- Trained 5 interns on the policies and procedures related to inputting and reporting patient data

ATI Physical Therapy, Scarsdale, NY

August 20xx – December 20xx

Research Assistant

- Encouraged all new patients to complete a five minute survey before the start of their first appointment to investigate why they chose this physical therapy branch
- Utilized SPSS to enter and analyze all survey results associated to survey
- Created final research presentation on types of marketing that brought in the most patients

COURSE PROJECTS

Mercy College - EXSC 230 Applied Motor Learning

Fall 20xx

- Developed a circuit training program for all Mercy College faculty and staff

Mercy College - EXSC 360 Exercise Kinesiology

Spring 20xx

- Researched the correlation between ACL injuries and successful rehabilitation strategies

ACTIVITIES

Mercy College Exercise Science Club, Member

August 20xx – Present

SKILLS

Computer: Proficient in Microsoft Word, Excel, PowerPoint, Publisher, Outlook, and Access

Language: Conversational in French