

THE CATHERINE CAREER GUIDE TO

Curriculum Vitae

A curriculum vitae, or CV, is an alternative to a resume that is traditionally used by those in academia and research.

There are a number of general guidelines one can follow when creating a CV. Here are tips for choosing a font style and size, format, and content.

CV Style and Format

Font and Size: Times New Roman, Arial, Calibri, or a similar font are best. Your font size should be between 10 and 12 points.

Format: Most CVs are at least two pages long, and often much longer depending upon your experience. However, you decide to organize the sections of your CV, keep each section uniform. For example, if you put the name of one organization in italics, every organization name must be in italics.

If you include a sentence or two about your accomplishments in a particular position, fellowship, etc., make a bullet list of each accomplishment. This will keep your CV organized and easy to read.

What to Include

Contact information: At the top of your CV, include your name and contact information (address, phone number, email address, etc.).

Education: List college and graduate study under this heading, including the school attended, dates of study, and degree received.

Honors and Awards: This may include dean's list standings, departmental awards, scholarships, fellowships, and membership in any honors associations.

Thesis/Dissertation: Include your thesis or dissertation title as well as a brief description.

Research Experience: Describe any research experience you have, including where you worked, when, and with whom. Add any publications resulting from your research.

Work Experience: Relevant work experience which may include related non-academic work should be added here. List the employer, position, and dates of employment as well as a bullet list of your duties and/or accomplishments.

Teaching Experience: Any teaching positions you have held as well as the school, course name, and semester are placed in this section. You may also include any other relevant tutoring or group leadership experience.

Skills: Add additional relevant skills you have not yet mentioned, such as language skills, computer skills, administrative skills, etc.

Publications and Presentations: List publications you have written, co-written, or contributed to, along with all necessary bibliographic information. You should also mention any pieces you are

currently working on. Include papers you presented at conferences and/or associations: list the name of the paper, the conference name and location, and the date.

Professional Memberships: List professional associations to which you belong. Add your title if you are a board member of the association.

Extracurricular Activities: Describe any volunteer or service work you have done, as well as any clubs or organizations to which you have belonged. You can also mention any study abroad experiences here if you have not already done so.

Note: be aware that not all CVs look the same.

You may choose to include only some of these sections because others do not apply to your background

Limit your entries to what seems appropriate for your area of specialty

Remember— Review closely for errors, and submit it to professionals and Career Development for proofreading.

Katie Curriculum Vitae

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OBJECTIVE STATEMENT

Passionate, research-driven student looking to gain the necessary skills at XYZ Medical School to begin a career in biomedical research.

EDUCATION

St. Katherine University, St. Paul, MN
Bachelor of Science, *Biologypathogenesis, immunity*
Graduated May, 2012
GPA: 3.64

University of Oxford, Oxford, UK
Study Abroad, 2010
Cellular neurobiology, genetics, systems biology

AWARDS/HONORS

Summer Scholars Program,. Paul, MN
Summer Undergraduate Research Fellowship
Biomedical Research
Summer 2011

Baltimore Medical Society Wellington Scholarship,. MD
Presented biophysics research, September 2010
Awarded \$12,000 toward tuition

Dean's List:semesters

EXPERIENCE

American Cancer Society,GA
Intern,Summer 2011
Conducted literature searches, prepared manuscripts and conducted analytical processes of data using SAS. Assisted the managing director with current research projects.

Fairview Sleep Center,. MN
Dr. William Freedman, M.D., Ph.D. Neurologist,2011
Observed and noted specific skill sets from rounds and diagnosis discussions

U of M Medical Center,. MN
Department of Cardiac Surgery,2010
Shadowed and focused on a variety of cardiac and thoracic surgeries as well as doctors in the cardiac surgery intensive care unit.

RESEARCH

Summer Training as Research Scholars (StaRS), Boston MA

Blood research, 2010

Researched in the biomedical laboratories of the division of Graduate Medical Sciences for ten weeks. Found 23 pages of findings and presented the highlights of these findings at the closing symposium.

Children's Hospital Research Foundation, OH

Developmental biology, 2009

Researched molecular and developmental biology with modern and innovative equipment as supervised by the division faculty members.

St. Catherine University, Paul MN

Undergraduate Research Assistant, Spring 2009

Developmental genetics of *Tribolium castaneum*

PUBLICATIONS/PRESENTATIONS

Albert, B.A., Cobert, P.A., & **Vitae, K.** (in press). Generalization of value-based attentional priority. *Visual Cognition*.

Hall, A.S., Reeves, T., Caer, Y.-C., **Vitae, K.**, Smith, W., & Hardison, M. (2012). Visuotopic cortical connectivity inherent attention unveiled with white matter tractography. *Journal of Neuroscience*, 31, 2353-2593.

Brooke, B.A. & **Vitae, K.** (2012, July). A value-driven mechanism of attentional selection. Presented at the Second Symposium on Visual Search and Selective Attention, Sydney, Australia.

LEADERSHIP/VOLUNTEER

Baltimore Fire Station, Baltimore MD

Volunteer Firefighter, 2011-Present

St. Catherine University, Paul, MN

Tutor, 2010-Present

Biology and chemistry

LatinX Student Association

President, 2010

Relay for Life

Fundraiser; participant, 2009

SKILLS/INTERESTS

Certified Lifeguard, Fluent in Dutch and Spanish, Cooking, Communication, Writing, & Management



ST. CATHERINE
UNIVERSITY

Career Development Center

www.stkate.edu/career

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Coeur de Catherine 210

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