



WRITING YOUR CURRICULUM VITAE (CV)

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Getting Started On Writing Your Curriculum Vitae (CV)

If you are seeking a faculty job or an industry research position, you will most often be required to submit a CV and not a résumé. Think of the sections in your CV as distinct modules to which you can add, remove, and change content, even rearranging the order to suit the needs and requirements for a specific job to which you are applying. Take time to think about additional sections that you will need to add in order to convey the overall value, skills, knowledge, training, and experience that you can bring to the future employer.

Name & Contact Information

Your name and contact information appears at the top of your CV and does not include a section heading. Your CV should simply begin with your name. You can decide how many lines you are going to dedicate to your contact information. Typically, your name resides on its own line. The rest of your contact information can be on as few lines as you would like. A few sample options follow.

Option #1

It is common to use a department address if you are currently a student or postdoc working at UConn and you are applying to positions in academia.

Your Name (Slightly larger font & bold)
Name of Department
University of Connecticut, Unit-XXXX
Street Address of Your Department
Storrs, CT 06269
(555) 555-5555 / first.last@uconn.edu

Option #2

Not listing an address is an option if you wish to emphasize that you are open to opportunities in any geographic location. This is common if submitting a CV for a position with business or industry.

Your Name (Slightly larger font & bold)
(555) 555-5555 / first.last@uconn.edu

Option #3

Using a residential mailing address is another option or even just listing the city and state in which you live. This can be a strategic decision, for example, you might want to let a Connecticut employer know that you live in Connecticut.

Your Name (Slightly larger font & bold)
Mailing Address or just City, State
(555) 555-5555 / first.last@uconn.edu

Tips for Name & Contact Information Content:

- Do not include multiple emails, phone numbers, or addresses - keep it simple for someone to contact you.
- Decide if you want to include URL's for any of your digital online sites (LinkedIn, personal website, Research Gate, etc.). If you include links to additional content, be certain that the information is up-to-date.



Education

You can typically include all college education and any college-level certificate(s) acquired in this section. Organization within this section is by institution in order of most recent to least recent attended. Certifications that are required in, or essential to, your field of study should also appear in this section. Other types of certifications can appear in a skills section. A couple of sample options follow.

Option #1

Ph.D. Candidate, Comparative Politics, Department of Political Science
University of Connecticut, Storrs, CT

May 20XX

Dissertation: (including title or focus is optional)

Advisor: (include if a known entity to where you are applying and add committee members if also of benefit)

M.A., Political Science, Department of Political Science
California State University, Long Beach, CA

June 20XX

Thesis: (see comment above)

Advisor: (see comment above)

B.Sc., Economics
St. Xavier's College, Kolkata, India

December 20XX

Option #2

This format works well when you have more than one degree from the same institution.

University of Connecticut, Storrs, CT

M.S., Statistics, Department of Statistics, GPA: 3.67/4.00

May 20XX

B.S., Mathematics, Department of Mathematics, GPA: 3.02/4.00

May 20XX

Tips for Education Content:

- Once pursuing a doctorate, it is not common to include one's GPA (See Option 1)
- If there is a degree you have not yet completed, and the completion date is more than a year from now, consider adding the following: Expected completion (then follow with month and year)
- If you only have a couple of fellowships and academic awards you can consider including them in this section, but awards and fellowships can also have their own section.



Honors, Awards, and Fellowships

An awards and fellowships section might also include honors. Title the section based on the content you include. It is optional to put the dollar amount and for what the fellowship or award was designated or recognized. A couple of sample options follow.

Awards Option #1

Travel Award, Department of Statistics, University of Connecticut, Storrs, CT (Awarded for presentation travel to national conference)	January 2018
Graduate Student Senate Service Scholarship Award	2019

Fellowships and Awards Option #2

NSF Graduate Research Trainee Fellowship, \$34,000, National Science Foundation	2018
Francis X. Archambault, Jr. Fellowship, \$1,000, University of Connecticut, Storrs, CT	2018
Travel Award, Department of Psychological Sciences, University of Connecticut, Storrs, CT	2017

Publications

Use a citation format consistent with your field of study. Consider organizing publications by categories such as Journal Articles, Book Reviews, Monographs, Book Chapters, etc. You might also consider placing publications under sub-headings that could include: Works Submitted, Works in Press, Working Papers, etc. Ask your faculty mentors what categories are common to your field.

Presentations

Use a citation format consistent with your field of study. You might also consider placing presentations under sub-headings that could include: Invited Talks, Selected Poster Presentations, etc.

Teaching

There is no single best way to structure your teaching section. You will want to think about what you seek to emphasize and consider focusing on outcomes and accomplishments. Do you want to feature whom you teach, how you teach, what you teach, etc.? A couple of sample options follow.



Teaching Option #1:

Instructor of Record, Department of Sociology, University of Connecticut, Storrs, CT, Sept. 20XX - May 20XX

- Designed curriculum for introductory and upper division courses to engage students in critical conversations about social inequality.
- Implemented flipped classroom with debate and idea exchange format, creating robust class participation in weekly discussions.
- Provided undergraduate student advisement and mentorship to 30 advisees, engaging in discussions about graduate programs and guiding through application process.

Courses taught: (Titles of courses taught – do not include course numbers)

Teaching Option #2:

University of Connecticut, Department of Kinesiology, Storrs, CT, Sept. 2014 – May 2019

Instructor, Sept. 2018 – May 2019

Title of course (no course number) / Semester(s) and year(s) taught

Title of course (no course number) / Semester(s) and year(s) taught

(Optional to add bullet point statements about your role)

Teaching Assistant, Sept. 2014 – May 2018

Title of course (no course numbers) / Semester(s) and year(s) as teaching assistant for this course

Title of course (no course numbers) / Semester(s) and year(s) as teaching assistant for this course

(Optional to add bullet point statements about your role)

Teaching Option #3:

University of Connecticut, Storrs, CT, August 2015 - May 2019

Lead Instructor, Educational Leadership

Undergraduate courses:

Sport Marketing (can add semesters)

Contemporary Social Issues in Sport (online) (can add semesters)

Sport Law (can add semesters)

Health and Education in Urban Communities (can add semesters)

- Planned and delivered course content for classes up to 45 students using a combination of lecture, small and large group discussion, and collaborative work
- Facilitated online course and developed and managed the course site via Blackboard
- Held office hours to meet with students to address issues and concerns
- Incorporated student feedback as weekly class feature to adapt course content to student needs
- Oversaw and provided mentoring to peer graduate student teaching assistant



Tips for Teaching Content:

- Choose which specific content to add based on the relevancy to the job posting to which you are applying. (If you are applying to a research position in industry you will include your teaching, but then decide whether to include bullet point statements.)
- When writing bullet point statements for a teaching section, determine if you want to include the number and/or degree level of students in the classes, class format (on-line, hybrid, lecture, etc.), whether the course satisfies a requirement like “writing intensive” or is research-based or incorporates a capstone project, etc.

Research

Consider what you seek to emphasize when choosing a format for your research section. Do you want to feature the focus of your research, the techniques or approaches you use? Share enough of a context that your content does not appear generic, while also honoring the need to not reveal proprietary information. A couple of sample options follow.

Research Option #1:

University of Connecticut, Pharmaceutical Sciences, Storrs, CT

Dissertation Research/ Research Assistant

2016 – Present

Topic: Bulk Freeze-Thaw Process and its Impact on Protein Stability

- Apply a DoE approach to investigate the effect of freeze-and-thawing (F/T) process parameters on the concentration, native conformation, enzymatic activity, and subvisible particle formation of a model protein.
- Investigate pH shift, ice surface area (BET analysis after lyophilization), and concentration polarization as potential perturbing conditions to proteins after F/T.
- Perform statistical analysis of response data through model fitting.
- Develop a physics-based computer simulation to predict the solid-liquid phase transition kinetics and thermal/solute transport during F/T processes.

Research Option #2:

University of Connecticut, Department of Political Science, Storrs, CT

May 2016 – May 2019

Research Assistant

Research Focus: One sentence description of research

- Performed qualitative research on voting behavior of residents of Vernon, CT between the ages of 19 -35, included using LexisNexis and compiling the results into an Excel spreadsheet
- Trained 10 callers and conducted public opinion polls over the phone and at town hall event, regarding political party affiliations and voting habits
- Recorded and transcribed the content of all opinion polls and produced data overview with visualizations to be included in future book chapter on voting trends



Leadership

You can determine if you wish to list your leadership involvement or also add bullet point statements to describe your role and accomplishments. Many times the leadership section includes experiences where you can feature skills that are not reflected in other areas of your CV. Not everyone has a leadership section.

Treasurer, Graduate Student Senate, University of Connecticut, Storrs, CT 8/2016 – 5/2017
(Consider adding bullet point statements)

Programming Chair, Department of History, University of Connecticut, Storrs, CT 9/2014 – 5/2016
(Consider adding bullet point statements).

Service

Consider including volunteer involvement, committee work, etc. within your department and also in the external community. Perhaps you have served on a faculty hiring committee, or have been part of a departmental team examining the curriculum. When a Service section is included on the CV it most often means service to the department or institution. Choose examples that are the most relevant to your field or in which you want to feature specific skills you have utilized. Your service experience can be written with bullet point statements and follow a similar format as the leadership section. Not everyone has content to include in a service section.

Skills

Choose and list skills that are relevant and important to the work you would be doing and/or career field(s) to which you are applying. You will want to tailor this section for the jobs to which you apply. Consider creating category headings of skills within this section in which you have competency, and are most relevant to your field and/or to the opportunities to which you seek to apply. A couple of sample options follow.

Skills Option #1:

Software: Stata, Microsoft Office (Word, Excel, PowerPoint)

Programming: Proficiency in use of Python and R

Languages: Fluent in Portuguese, proficient in Spanish and French, conversational Italian

Skills Option #2:

Technical Skills

Freeze and Spray Drying: Designing freeze-drying cycles using lab scale freeze-dryers, Controlled ice nucleation using ice fog technology and pressurization-depressurization technology, Spray drying of proteins on lab scale spray dryer

Solid State Characterization: Differential scanning calorimetry, X-ray powder diffraction, Polarized light microscopy, Freeze-drying microscopy, Specific surface area using BET gas adsorption, Mercury intrusion porosimetry for porous structure characterization, Karl Fischer titration, Mechanical strength testing, Contact angle for wettability, Surface texture analysis using optical scanning interferometer profilometer

Protein Characterization: Size exclusion chromatography (SEC-HPLC), Capillary isoelectric focusing (cIEF), Rheology, Circular dichroism (CD), UV and Fluorescence spectroscopy, ELISA, SDS PAGE, Particulate analysis using HIAC

Professional Memberships

It is sufficient to identify the name of the organization in which you are a member and the duration of your membership. If you have held a leadership role within the professional society, you have the option of entering that in a leadership section or including the title of your role, perhaps with bullet point statements in the professional membership section.

Member, Philosophy of Time Society, 2012 - Present

Member, American Philosophical Association, 2012 - Present

Member, Centre for Philosophy of Time, 2014 - 2018

Other Section Headings for Consideration

The list below includes only a fraction of the section headings that you might consider. The objective is not to have many headings, but rather to look at the content that you seek to include in your CV and to make sure that you have section headings that accurately describe the content.

- **Industry Employment or Industry Experience** - consider including if you have relevant industry experience and you are using your CV to apply for an industry position
- **Research Interests** - common to include before or after your research section if you are applying for a research focused position
- **Teaching Interests** - common to include before or after your teaching section if you are applying for a teaching focused position
- **Professional Licensure** - important to include for jobs that require or value additional licensure
- **Clinical Training** - important to include for jobs that require or value this training
- **Grants Received** - important to include granting agency and amount(s) received, project ID#, etc.

Common Section Headings in the Arts

- Performances
- Major Works Conducted
- Exhibitions
- Competitions

Need Extra Help Writing Bullet Point Statements?

Bullet point statements are one to two lines that articulate some combination of your accomplishments, skills, and knowledge. They typically begin with an action verb and do not contain personal pronouns. To get started writing a bullet point statement ask yourself the following:

- What did I do?
- How did I do it?
- Why did I do it? What was the result or outcome?

Examples of Bullet Point Statements: Poor, Better, Best Progression

Example 1

- Best:** Developed and managed two data collection systems, determining appropriate statistical methods and provided analysis plan to three researchers for two diagnostic trials on new flu vaccine.
- Better:** Developed and managed two data collection systems, determining appropriate statistical methods.
- Poor:** Developed and managed data collection systems.

Example 2

- Best:** Taught historical and contemporary issues relating to civil rights and social justice, spanning the 1890's to present, incorporating a flipped classroom debate model and weekly journaling activities about current news topics to class of 45 first year students.
- Better:** Taught historical and contemporary issues relating to civil rights and social justice, spanning the 1890's to present.
- Poor:** Taught historical and contemporary issues relating to civil rights and social justice.

Example 3

- Best:** Gathered qualitative data from interviews with 200 previously concussed student athletes at 22 high schools in Connecticut to pilot a new point-of-care technology designed to reduce head and neck trauma.
- Better:** Performed field research and gathered qualitative data from concussed student athletes.
- Poor:** Performed field research.



Listing Your References on Your CV

Your listing of references will typically appear on the last and completely separate page of your CV. Maintain an up-to-date list of your references, making revisions to this page as you learn about changes, adding new people as you progress through your degree. Aim to have three to six references available, though you will typically provide three or four in your application, responding to the exact number requested in the job posting.

Suggested Format for Listing References:

Name of reference

Title

Department

Institution/Company or Organization

Mailing address

Preferred contact phone number of reference

Preferred email address of reference

In what capacity and/or how long the individual knows you (optional unless requested as part of the application)

Additional Tips & Resources:

Overall Format

- Include your name and page numbers after page one (e.g. Name, Page 2/3).
- Determine the order in which you would like your content sections to appear, knowing that the CV is read from page one onward and the most attention is usually given to the first few pages.
- When applying to a position fully read the job posting and review your CV, tailoring it to best represent your skills, knowledge, experience, and training in relationship to the qualifications that the employer seeks.
- Try not to split content, especially a bullet point statement between pages, but rather adjust your margins to keep as much content intact as possible.
- Learn about CV content that is common or unique to your field from your faculty or mentors.
- Check your professional society to see if sample CVs or tips for writing a CV are provided.
- When adding dates, select a format and stick to it throughout the CV. As an example, if you are abbreviating the months then consistently do that. If you are using a numeral format, then use that throughout.

Bullet Point Statements

- When using bullet point statements to describe your role and accomplishments choose action verbs that match the job description and that feature the work you did.
- If listing bullet point statements within an entry determine the order in which you would like them to appear, knowing that the reader is reviewing your document from top to bottom with the first few bullet point statements of each entry receiving the most attention.
- Decide if you are going to use periods at the end of bullet point statements or not, and just be consistent.
- When writing bullet point statements use past tense of action verbs for experiences occurring in the past and present tense to describe current roles and accomplishments.



Applicant Tracking Systems (ATS)

Applicant tracking systems (ATS) are software applications utilized by nearly every employer to manage job application materials from the time of upload into the system to the hiring of a candidate. The software has filters that allow employers to set what they are looking for in an applicant by searching for keywords, skills, experience, location of applicant, etc. in an applicant's uploaded materials (resume/CV and cover letter). A human being may only see an individual's application materials if the ATS determines it is a match for the position being advertised.

Recommended Resources for Understanding Applicant Tracking Systems:

Jobscan

Applicant Tracking Systems Definition
Why are Applicant Tracking Systems Used?
How Do Applicant Tracking Systems Work?
Applicant Tracking System List

17 Things You Need To Know About ATS (and how to get past it)

Review of Your CV

Connect with your department for input and branch out to campus resources that include the Center for Career Development and the Writing Center.



Schedule an appointment at the Center for Career Development to have your CV reviewed.

Watch Career Preparation Videos

Career On Demand - videos covering career preparation



Attend Events

Center for Career Development Events Calendar – look for career prep presentations, webinars, and events.

