




# CURRICULUM VITAE (CV) GUIDE

<b>RESUME</b>	<b>VS</b>	<b>CV</b>
1-2 pages	<b>LENGTH</b> 	As many pages as needed
Experience and skills are tailored to specific jobs	<b>FORMAT</b> 	Lists all publications, presentations, and research
Applying for positions in industry, non-profit and public sector	<b>WHO NEEDS ONE</b> 	Applying for positions in academic, fellowships and grants

## CONTACT INFORMATION

- Name, address, phone number and email
- Professional website or LinkedIn optional

## EDUCATION

- Name of school, location and graduation date
- Thesis or Dissertation Title

## LICENSURE & CERTIFICATION

- Title of relevant licenses/certifications and dates received

## EXPERIENCE

- Jobs are included with most recent position listed first
- Contains name of company, city, state, job title, and dates in the position
- Uses bullet points beginning with verbs to describe responsibilities
- Bullet points are descriptive and quantifiable when possible
- Often divided into several sections such as:
  - Teaching Experience, Research Experience, Professional Experience

## PUBLICATIONS

- Articles, books/chapters, or other publications you have authored/co-authored
- Format like bibliographic citation

## PRESENTATIONS

- Titles of professional presentations including name of event, location and dates

## POSSIBLE SECTIONS

- Activities, Honors, Leadership, Professional Memberships, Community Involvement, Skills

## Sample CV - Undergraduate

### BUDDY BRONCHO

100 N. University Dr.  
Edmond, OK 73034  
405-555-0000 | bbroncho@uco.edu

#### **EDUCATION**

Bachelor of Science in Biology  
Minor: Chemistry  
University of Central Oklahoma, Edmond, OK

May 20xx

#### **RELEVANT COURSEWORK**

Introductory Cell Biology and Genetics  
General Chemistry I and II  
Genetics

Calculus I  
General Microbiology  
Human Anatomy I

#### **RELATED EXPERIENCE**

Lab Assistant

August 20xx-December 20xx

Genetics Laboratory, University of Central Oklahoma, Edmond, OK

- Prepared equipment and supplies for lab instruction
- Assisted students in correctly approaching and solving problems during lab assignments
- Supervised students to make sure they complied with health and safety regulations in the lab
- Graded lab reports
- Communicated scientific work effectively through presentations, posters, and written reports

Research Assistant

August 20xx-May 20xx

Department of Biology, University of Central Oklahoma, Edmond, OK

- Collected and processed specimens for testing
- Maintained efficient lab operations by restocking materials, calibrating instruments, and cleaning equipment
- Gathered data and research from journals and other scientific publications
- Conducted both independent and group laboratory research as well as accurately record data

Intern

May 20xx – June 20xx

INTEGRIS Health Edmond, Edmond, OK

- Worked closely with staff performing tasks such as escorting patients, preparing charts, stocking rooms with supplies, running errands, answering phones, and light clerical tasks
- Provided patient care by taking vital signs, weighing patients, answering call lights and providing psychosocial support for patients
- Learned basics of telemetry

#### **RESEARCH SKILLS**

- Proficient in the use of molecular software such as FSTAT, MEGA6, and Arlequin and statistical software such as STAT for ANOVA, t-tests, and F-tests
- Experienced with laboratory techniques such as differential staining, DNA extraction, enzymatic assays, bacterial culture, titration, spectrophotometry, and gel electrophoresis
- Skilled with the use of laboratory equipment such as scanning electron microscope, spectrophotometers, mass spectrometers, centrifuges, oscilloscopes, microtomes, and incubators
- Experience working with live specimens

## **PRESENTATIONS**

Broncho, B. "A study of the morphogenesis process in the lateral line organ of a zebrafish using an integrative, multi-scale approach." Paper presented at: National Conferences on Undergraduate Research; April 20xx; Cheney, Washington.

## **INVOLVEMENT**

Member, UCO Pre-Medical/Health Professionals Club	Spring 20xx-Spring 20xx
Member, UCO Conservation Society	Fall 20xx-Spring 20xx
• Treasurer	Fall 20xx-Spring 20xx
Recreation Committee Member, UCO Student Programming Board (SPB)	Fall 20xx-Spring 20xx
Member, UCO President's Leadership Council (PLC)	Fall 20xx-Spring 20xx
• PLC Executive Board	Fall 20xx-Spring 20xx
Executive Committee Member, UCO Big Pink Volleyball	Spring 20xx
Volunteer Chair, UCO Freshman Activities Board	Fall 20xx-Spring 20xx

## **ADDITIONAL EXPERIENCE**

Student Assistant	August 20xx-May 20xx
Undergraduate Academic Advisement, University of Central Oklahoma, Edmond, OK	
• Scheduled appointments for students with advisors	
• Assisted students and community members with directions and university information	
• Performed administrative duties such as answering the phone, filing, and making copies	

Sales Associate	October 20xx-August 20xx
Target, Edmond, OK	
• Assisted customers with product selection	
• Completed sales transactions	
• Stocked shelves and completed inventory	

## **VOLUNTEER EXPERIENCE**

Volunteer, UCO Food Pantry, Edmond, OK	October 20xx-May 20xx
Clothing Assistant, Dress for Success, Oklahoma City, OK	June 20xx-August 20xx

## Sample CV - Graduate

### BUDDY BRONCHO

100 N. University Dr.  
Edmond, OK 73034  
405-555-0000 | bbroncho@uco.edu

#### EDUCATION

University of Central Oklahoma (UCO), Edmond, OK

**Master of Education in Adult and Higher Education-Student Personnel**, May 20xx

**Bachelor of Arts, Psychology**, May 20xx

Minor in Spanish

#### Study Abroad:

Uludag University, Bursa, Turkey, January 20xx-May 20xx

#### TRAINING

Question, Persuade, Refer (QPR), March 20xx

Bringing in the Bystander, September 20xx

#### PROFESSIONAL EXPERIENCE

Career Development Center, University of Central Oklahoma, Edmond, OK

**Graduate Assistant**, September 20xx-April 20xx

- Educated students on the career development process and assisted them with major and career exploration
- Provided recommendations for new student resources and website updates to support special student populations
- Made presentations on career related topics to courses and student groups
- Reviewed student resumes and provided in-person feedback for overall resume improvement

Housing and Dining, University of Central Oklahoma, Edmond, OK

**Hall Director**, July 20xx-June 20xx

- Supervised and trained eight undergraduate student staff members in a facility housing more than 300 residents
- Advised residents and hall community groups
- Developed and enforced policies and procedures
- Coordinated program planning and community development efforts
- Participated in activities across campus such as new student orientation sessions and graduation
- Collaborated with staff, faculty, students, and parents as needed

Housing and Dining, University of Central Oklahoma, Edmond, OK

**Resident Advisor**, August 20xx-May 20xx

- Supervised a floor of 40 undergraduate residents
- Facilitated social and leadership opportunities for residents
- Educated residents on university and housing policies
- Performed administrative duties such as student check in/out, room inventories, incident reports, and facility work orders
- Built relationships with residents in a team-oriented environment

Shiloh Camp, Oklahoma City, OK

**Camp Counselor**, June 20xx-July 20xx, June 20xx-July 20xx

- Supervised a cabin of 12 adolescents
- Provided emotional support and counseling to campers throughout the duration of their stay

- Created entertaining and educational programs

## **RESEARCH EXPERIENCE**

Department of Adult Education and Safety Science, University of Central Oklahoma, Edmond, OK

**Research Assistant**, January 20xx-April 20xx

- Co-created a survey to assess student learning outcomes
- Recruited participants through social media, print marketing, and brief presentations to undergraduate courses
- Ran analysis of variance (ANOVA) using SPSS to analyze data

## **TEACHING EXPERIENCE**

Department of Psychology, University of Central Oklahoma, Edmond, OK

**Teaching Assistant**, August 20xx-May 20xx

- Assisted with lessons and classroom activities for Advanced Statistics: SPSS and Experimental Psychology
- Conducted review sessions before exams
- Taught lab portion of the class
- Held office hours to assist students with questions

## **VOLUNTEER EXPERIENCE**

Big Brothers Big Sisters of Greater Oklahoma City, Oklahoma City, OK

**Mentor**, March 20xx-Present

- Served as a role model for adolescents
- Tutored children with schoolwork when needed
- Engaged program participants in group activities

United Way of Central Oklahoma, Oklahoma City, OK

**Volunteer**, September 20xx-February 20xx

- Assisted clients with selecting products from the food pantry
- Carried groceries to clients' cars
- Unloaded trucks and stocked the pantry

## **PRESENTATIONS**

Broncho, B. (20xx). *Student engagement on campus and its effect on retention rates*. Poster presented at Oklahoma Research Day, Tahlequah, OK.

Broncho, B., & Doe, J. (20xx). *Using technology to enhance student learning*. Paper presented at Transformative Learning Conference, Oklahoma City, OK.

## **CONFERENCES**

Oklahoma College Student Personnel Association (OCSPA), May 20xx, May 20xx

Transformative Learning Conference, March 20xx, March 20xx, March 20xx

## **PROFESSIONAL MEMBERSHIPS**

Oklahoma College Student Personnel Association (OCSPA), April 20xx-Present

National Association of Student Affairs Professionals (NASAP), October 20xx-Present

## **GRANTS AND AWARDS**

UCO E.C. Hall Award, May 20xx

UCO Research, Creative, and Scholarly Activities (RCSA) Grant, August 20xx-May 20xx

OCSPA Outstanding Student, May 20xx