

CURRICULUM VITAE (CV) WRITING GUIDE

PURPOSE OF A CURRICULUM VITAE

The purpose of a curriculum vitae, or CV as it is commonly referred, is similar to that of a resume. It gives an employer a quick overview of your skills and experience so that he or she can determine if there is potential for a successful candidate/position match. Where a resume and a curriculum vitae differ is their use, format, and length. CVs are commonly used when applying for jobs in academia, research, medicine, science, and for higher level government positions. It is also used for applications to graduate school. Like a resume, you want your CV to be tailored to the job or graduate program for which you are applying. However, a CV is typically longer than a resume and can include information that you would not always put on a resume, such as research experience, publications, and professional presentations. If you do not have experience in these additional areas, your CV will most likely look like a standard resume. This is common for undergraduate students.

This guide will provide you with many tips and examples to help you create a CV that fits these guidelines; however it is always important to have others look over your CV, such as a professional like one of our staff members in the Career Development Center, to get another perspective and to catch any mistakes that you might have missed.

BASIC REQUIREMENTS FOR A CURRICULUM VITAE

There is no specific format or requirement for a CV. It is a good idea to talk to a professional in the field you are entering, such as a faculty member at UCO, to help you determine what format is most appropriate. However, you will still want to stick to the basic guidelines for a resume, such as utilizing white space, avoiding paragraphs, keeping statements concise, being consistent with format, etc. These guidelines can be reviewed in our “Resume Writing Guide” available to you on our website or as a hard copy in our office. One exception to the resume recommendations is the length. Remember that a vitae can be longer than a resume so you do not have to stick to the one page rule.

POSSIBLE SECTION HEADINGS

There are many options for what sections to include on your CV. The following are some examples of what you might include. Please note that some sections are absolutely required regardless of what style of CV you choose:

Contact Information (required): Include name, address, phone number and e-mail address. You may also include a professional website or networking website such as LinkedIn. Do not use Facebook or other social media sites you have for personal use.

Objective (optional): This section should only include the position and/or career field in which you are seeking employment. Do not use this section to summarize your career goals.

Education (required): Only include schools from which you have received a professional degree or certificate, as well as, any schools you are currently attending. Do not include high school information. Write out degree title(s), name of school, city, state and graduation date or expected graduation date. If you have a thesis or dissertation, you can list the title of it in this section. GPA is optional for most careers. You can also include your major GPA instead of your cumulative GPA, if it is higher. When deciding if you should include your GPA, it is best to only include it if it is over a 3.0; however, some employers/industries may require that you include your GPA regardless of what it is.

Licensure and Certifications (optional): Include title of licenses/certifications and dates received.

Experience (required): List any work, volunteer or internship experiences related to what you are seeking. You should include your position title, company/organization name, city, state and dates you held the position. Underneath this information, you should list the most relevant, main responsibilities held in each position using a single column, bullet point format. If you do not have any experience that would be considered related, you can just include information from your last few jobs (typically 5-10 years). On a CV, you might also break your experience up into different types, such as **Teaching Experience** or **Research Experience**. Other possible titles for this section are: **Work Experience, Professional Experience, Related Experience, Relevant Experience**

Publications (optional): Include articles, books or chapters in books, research reports or any other publication you have authored or co-authored. Include items that have been published, works in progress, and/or items that have been submitted. This section should be formatted like a bibliographic citation. It is important to format it by what is appropriate in your academic discipline/field. This section may be combined with presentations.

Presentations (optional): Give titles of professional presentations using the format that is appropriate to your particular academic discipline. This will typically include the name of the event, location, and dates. This section may be included with publications.

Grants and Fellowships (optional): Include name of grant, title or purpose of research project, name of granting agency, and date received.

Research (optional): This will be formatted similarly to your experience section. You want to make sure to include where you did the research and what your role was. Then describe what you did as part of the research project. This may also be called: **Research Experience**

Activities and Honors (optional): Include professional, school or community related organizations, awards and scholarships. You can combine these in one section or create multiple sections for each type of activity. You should choose items that directly relate to your career objective and/or demonstrate leadership. Volunteer work can be included in your experience section instead of activities, if it is related. Follow formatting as explained above for that section. Other titles for this section could be: **Organizational Involvement, Campus and Community Involvement, Professional Memberships, Volunteer Experience, Volunteerism, Leadership**

Skills (optional): Summarize skills you have obtained through your education, work experience, activities or volunteerism that relate to your objective. Be specific and write in statement form. This section is listed after your objective or in place of the objective. Other titles used for this section include: **Profile, Skills Summary, Qualifications, Summary of Qualifications, Professional Summary**

Work History (optional; only use as additional work information after your experience section): Create a list of jobs that provides evidence for a consistent work history. List your position, name of employer, city and state and dates held. You typically will not list job responsibilities in your work history. Other titles include: **Additional Experience, Other Experience**

BUDDY BRONCHO

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

SKILLS SUMMARY

- 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
- Communicate scientific work effectively through presentations, posters, and written reports
- Ability to conduct both independent and group laboratory research as well as accurately record data

EDUCATION

Bachelor of Science in Biology May 2016
University of Central Oklahoma, Edmond, OK

RELATED EXPERIENCE

Lab Assistant August 2016-December 2016

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 were complying with health and safety regulations in the lab
- Graded lab reports

Research Assistant August 2014-May 2015

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
- Conducted online and journal research

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 2015; Cheney, Washington.

INVOLVEMENT

Member, UCO Pre-Medical/Health Professionals Club Spring 2013-Spring 2016

Member, UCO Conservation Society Fall 2013-Spring 2016

- Treasurer Fall 2014-Spring 2015

Recreation Committee Member, UCO Student Programming Board (SPB) Fall 2012-Spring 2013

Member, UCO President's Leadership Council (PLC) Fall 2012-Spring 2014

- PLC Executive Board Fall 2012-Spring 2013

Executive Committee Member, UCO Big Pink Volleyball Spring 2012

Volunteer Chair, UCO Freshman Activities Board Fall 2011-Spring 2012

ADDITIONAL EXPERIENCE

Student Assistant

August 2012-May 2014

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 2010-August 2011

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 2014-May 2016

Clothing Assistant, The Education and Employment Ministry (TEEM), Oklahoma City, OK

June 2013-August 2013

BUDDY BRONCHO

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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 2016

Bachelor of Arts, Psychology, May 2014

Minor in Spanish

Study Abroad:

Uludag University, Bursa, Turkey, January 2013-May 2013

TRAINING

Question, Persuade, Refer (QPR), March 2016

Bringing in the Bystander, September 2015

PROFESSIONAL EXPERIENCE

Career Services, University of Central Oklahoma, Edmond, OK

Graduate Assistant, September 2015-April 2016

- 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 2014-June 2015

- 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 2013-May 2014

- 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 2012-July 2012, June 2013-July 2013

- 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 2015-April 2016

- 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 2015-May 2016

- 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 2015-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 2013-February 2014

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

PRESENTATIONS

Broncho, B. (2016). *Student engagement on campus and its effect on retention rates*. Poster presented at Oklahoma Research Day, Tahlequah, OK.

Broncho, B., & Doe, J. (2016). *Using technology to enhance student learning*. Paper presented at Transformative Learning Conference, Oklahoma City, OK.

CONFERENCES

Oklahoma College Student Personnel Association (OCSPA), May 2015, May 2016

Transformative Learning Conference, March 2014, March 2015, March 2016

PROFESSIONAL MEMBERSHIPS

Oklahoma College Student Personnel Association (OCSPA), April 2015-Present

National Association of Student Affairs Professionals (NASAP), October 2014-Present

GRANTS AND AWARDS

UCO E.C. Hall Award, May 2016

UCO Research, Creative, and Scholarly Activities (RCSA) Grant, August 2015-May 2016

OCSPA Outstanding Student, May 2015