

curriculum vitae



What is a Curriculum Vita?

Overview

A curriculum vita (also known as a CV or vita) is a comprehensive summary of your academic, work and professional activities. In contrast to resumes, which are typically limited to one page, CVs can be multiple pages, depending on your educational background and experience. Since a CV is similar to a resume, our handout on resumes may also be beneficial to you as you create your draft.

When creating your CV, you want to keep the following points in mind:

- no typos or other errors

- avoid personal pronouns
- use action verbs when describing experience (see our handout on resumes)
- keep verb tenses consistent
- use consistent formatting and layout
- have your CV critiqued by faculty and our staff

- Grant proposals
- Teaching, research, and upper-level administrative positions in higher education
- Academic departmental and tenure reviews

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When to Use a CV

Curriculum vitae are commonly used in applying for the following:

- Admission to graduate school or as part of an application packet for a graduate assistantship or scholarship

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Emphasize what is Important

One of the most important things to remember when working on your curriculum vitae is that there is not one standard format. There are different emphases in each discipline, and a good CV is one that emphasizes the points that are considered to be most important in your discipline and conforms to standard conventions within your discipline.

Source: <http://owl.english.purdue.edu/owl/resource/641/01/>

When to Use a CV (con't)

- College or university service appointments
- Professional association leadership positions
- Speaking engagements
- Publishing and editorial review boards
- Research and consulting positions in a variety of settings
- School administration positions at the superintendent, principal, or department head level

Get Your CV Reviewed

It is important to have your CV reviewed before you need to use it professionally. The Office of Career Services can review CV's through Optimal Resume (www.hope.optimalresume.com). Follow the steps below:

1. Create your CV (use Microsoft Word)
2. Create a free account in Optimal Resume
3. Once your account is created and you have completed your profile, go to the Document Center and choose Create New Resume
4. Name your CV and upload it to the system.
5. Click on Start Resume
6. You will see your CV document represented as a Word icon (if uploaded)
7. Click on Review Center, above the document
8. Leave comments if you want to communicate specific information regarding your CV to the reviewer (for grad school, for class, etc.)
9. A staff member from the Office of Career Services will review your CV within 48 hours and email you feedback.
10. The Review Center feedback process may take more than one submission in order to have a perfect CV

CV Categories

Depending on your background and experience, your CV may contain the following categories:

- Education
- Certifications
- Honors and Awards
- Research
- Relevant Experience
- Other Experience
- Grants Received
- Professional Associations
- Publications
- Presentations
- Courses Taught
- Community Involvement
- References

Office of Career Services

Anderson-Werkman Financial Center
100 E. 8th Street
Holland, MI 49423

616-395-7950
careers@hope.edu
www.hope.optimalresume.com



MARY R. THOMAS

thomas@gmail.com

ADDRESS UNTIL MAY 9, 20XX

200 West Piute
Holland, MI 49424
(616) 395-XXXX

ADDRESS AFTER MAY 9, 20XX

525 Peters Ct.
Grand Rapids, MI 49506
(616) 459-XXXX

CAREER OBJECTIVE

To complete a doctorate in microbiology and pursue a career in research

EDUCATION

Hope College – Holland, MI May 20XX
B.S. in Biology with Biochemical emphasis GPA: 3.5/4.0

WORK EXPERIENCE

Information Analyst, The Dow Chemical Company – Midland, MI May 20XX - present

- Develop and implement methods to improve the Dow Registry of Chemical Substances (a global computer database).

Teaching Assistant, Hope College – Holland, MI Jan.20XX - May 20XX

- Prepared for and taught an upper level biochemistry laboratory and molecular biology class.

Maintenance Staff Assistant, Hope College – Holland, MI August 20XX-May 20XX

- Worked both independently and on small teams to provide set up and tear down assistance for campus events, clean and maintain college facilities.

RESEARCH EXPERIENCE

Undergraduate Research Assistant, Hope College – Holland, MI Aug. 20XX-May 20XX

- Characterization of a newly cloned suspected receptor for the Arginine-Vasopressin hormone. Mentors: Dr. Maria Burnatowska-Hledin and Dr. Gregory Fraley

Research Analyst, Amway Corporation – Ada, MI May 20XX-Aug. 20XX

- Developed a novel starch soil removal test for automatic dish washing detergent.

RESEARCH INTERESTS

- Cell and Molecular Biology – Cell adhesion and cancer biology
- Respiratory Biology

FELLOWSHIPS, HONORS AND AWARDS

- Cum Laude
- Sigma Xi Undergraduate Research Award
- Jaecker Chemistry Scholarship
- Dean's List six semesters
- Visser Research Fellowship
- Ida C. Koran Scholarship

LABORATORY SKILLS AND TECHNIQUES

- Pelletron particle accelerator
- Ponar grab
- Inductively Coupled Plasma Spectrometer
- Sediment piston coring
- Secci depth
- Benthic invertebrate sampling

RELEVANT ORGANIZATIONAL AFFILIATIONS

- Sigma Xi
- Beta Beta Be
- Phi Beta Kappa
- Chem Club

POSTER PRESENTATIONS

- “Amplification and Isolation of the Promoter Region of the Vasopressin Activate Calcium Mobilizing Protein (VACM-1)” L. Hesse, V. Folta, and M. Burnatowska-Hledin 20XX
- National Conference on Undergraduate Research, San Francisco, CA
 - Undergraduate Research Symposium, Holland, MI

POSTER PRESENTATIONS (con't)

“Characterization of a Novel Vasopressin-Activated Calcium-Mobilizing (VACM-1) Receptor”

M. Burnatowska-Hledin, K. Parmelee, P. Zhao, V. Folta, L. Listenberger and A. Sharagnpani

20XX

- FASAB Experimental Biology, Snowmass Village, CO (20XX)

PUBLICATIONS

Fraley, G.S., M.R. Thomas, 2006. Immunolesions of glucoreponsive projections to the aruate nucleus alter glucoprivse-induced alterations in food intake. *Neuroendocrinology* 83:97-104.

EXTRACURRICULAR ACTIVITIES

- Hope College Wind Ensemble, Symphonette and Orchestra
- New Student Orientation Assistant
- Hope College Admissions Department
- Nykerk (Women's Competitive Performing Arts Event)
- Habitat for Humanity (Hope College Chapter)
- Relay For Life

REFERENCES

Dr. Maria Burnatowska-Hledin

(616) 395-XXXX, hledin@hope.edu, undergraduate research mentor

Dr. Gregory Fraley

(616) 395-XXXX, fraley@hope.edu, undergraduate research mentor

Dr. Michael Pikaart

(616) 395-XXXX, pikaart@hope.edu, academic advisor

Dr. Jane Adams

(989) XXX-XXXX, jadams@dow.com, Dow Chemical internship supervisor

JANE DONNELLY

donnelly@gmail.com

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200 West Piute
Holland, MI 49424
(616) 395-XXXX

ADDRESS AFTER MAY 9, 20XX
525 Peters Ct.
Grand Rapids, MI 49506
(616) 459-XXXX

CAREER OBJECTIVE

To complete a doctorate in psychology and pursue a career in research.

EDUCATION

Hope College – Holland, MI
B.A. in Psychology

May 20XX
GPA: 3.5/4.0

RELATED EXPERIENCE

Intern, Center for Women in Transition – Holland, MI

Jan. 20XX – present

- Facilitate assessment and service screening.
- Assist with case management and individual counseling.
- Provide court advocacy through attendance at hearings with clients.
- Participate in weekly group and individual supervision.

Teaching Assistant, Hope College – Holland, MI

Jan. 20XX-May 20XX

- Graded tests and assisted with teaching an “Introduction to Psychology” class.

Undergraduate Research Assistant, Hope College – Holland, MI

Aug. 20XX-May 20XX

- Characterized cardiac and emotional responses to offense in the process of forgiveness.

ADDITIONAL WORK EXPERIENCE

Server, Pizza Ranch – Hudsonville, MI

Summers 20XX-20XX

- Provided service to customers of all ages in a high-traffic, fast paced environment.

Head Lifeguard, City of Grand Rapids – Grand Rapids, MI

May 20XX-Aug. 20XX

- Ensured patron safety and adherence to policies.
- Scheduled and supervised three assistant lifeguards.

RESEARCH INTERESTS

- Psychotherapy
- Psychophysiology of emotion
- Behavioral Medicine/Health Psychology

FELLOWSHIPS, HONORS AND AWARDS

- Psi Chi Undergraduate Research Award
- Arthur John Terkeurst Psychology Scholarship
- Cum Laude
- Dean’s List six semesters

RELEVANT ORGANIZATIONAL AFFILIATIONS

- Psi Chi
- Phi Beta Kappa

RESEARCH SKILLS AND TECHNIQUES

- SPSSX analytical software
- Programming in FORTRAN

POSTER PRESENTATIONS

“The Heart of Forgiving: An Investigation of Cardiac and Emotional Responses to Offenses.” 20XX

M. Thomas, C. vanOyen-Witvliet

- Midwestern Psychological Association, Chicago, IL
- Undergraduate Research Symposium, Holland, MI

PUBLICATIONS

Witvliet, C., M. Thomas, 2006. "The Heart of Forgiving: An Investigation of Cardiac and Emotional Responses to Offenses". *Journal of Behavioral Measurement*, 83:97-104.

EXTRACURRICULAR ACTIVITIES

- Hope College Wind Ensemble, Symphonette and Orchestra
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- Hope College Admissions Department
- Nykerk (Women's Competitive Performing Arts Event)
- Habitat for Humanity (Hope College Chapter)
- Relay For Life

REFERENCES

Dr. Charlotte van-Oyen Witvliet
(616) 395-XXXX, witvliet@hope.edu, undergraduate research mentor

Dr. Scott VanderStoep
(616) 395-XXXX, vanderstoep@hope.edu, academic advisor and department chair

Donna Cornwell
(989) XXX-XXXX, cornwell@cwit.org, Center for Women in Transition internship supervisor

John Smith

Kollen Hall Rm. 222 • PO Box 9022 • Holland, MI 49422-9022 • (616) 772-4654 • john.smith@hope.edu

Education

Hope College - Holland, MI

Bachelor of Arts: Political Science, May 2010

GPA: 3.95 (4.00)

Work Experience

Tutor: Hope College Academic Support Center (September 2009 - Present)

Supervisor: Janet Pinkham, Director, Academic Support Center

- Tutor students in the Spanish language.
- Provide help with homework and assistance with test preparation.

Research Assistant: Political Science Department (April 2008 - Present)

Topic: Political Empowerment of the Poor in Developing Countries

Supervisor: Joel J. Toppen, Ph.D

- Collaborative research analyzing the voting habits of poor people in developing countries.
- Sought to discover whether political parties that garner support from poor people reciprocate voter support by implementing social programs that efficiently alleviate poverty and focus on the improvement of living conditions for the poor.
- Research includes case study analyses, statistical analyses from a wide range of databases, gathering information from a number of books, articles and websites and creating literature reviews, source analyses and research reports.

Teaching Assistant: Political Science Department (February 2008 - Present)

Course: Scope and Methods

Supervisor: Joel J. Toppen, Ph. D

- Tutor students (research papers, literature reviews and weekly reading assignments), periodically provide in-class instruction, create tests and quizzes, analyze statistical datasets, search for new and innovative ways to improve the class and help assess the overall effectiveness of the course.

Resident Assistant: Hope College Residential Life (August 2007 - Present)

Supervisor: Matthew R. D'Oyly, M.Ed

- Plan and implement programs catering to a wide range of interests and design hall bulletin boards.
- Perform minor tasks, such as submitting work orders for residents and assisting students with any facility, roommate or emotional concerns.
- Provide support, advice and guidance to residents.

Academic Tutor: Upward Bound (April 2007 - April 2008)

Supervisor: Yolanda Vega, Assistant Director

- Tutored high school students after school; specialized in Government, English and History, but was able to help with basic math up to and including Algebra II.

Tutor Advisor: Upward Bound Summer Session (June 2007 - July 2007)

Supervisor: Yolanda Vega, Assistant Director

- Lived with high school students in dormitory and was able to act as a solid role model for at-risk children.
- Provided academic assistance, course instruction, organizational skills and life lessons.

Internship Experience

Co-Director: Federal Call Center (September 2008 - November 2008)

Ottawa County Republican Party Headquarters (Unpaid)

- Recruited and provided assistance to volunteers and maintained and decorated the facility.
- Conducted interest, survey and get-out-the-vote phone calls along with door-to-door literature distribution
- Co-managed the call center on election day, which entailed supervision of volunteers, answering voter questions, keeping track of call lists, monitoring country progress and providing guidance and support to volunteers and staff.

Volunteer Experience

Vice-President: Hope College Pre-Law Club (July 2008 - Present)

- Plan club events, extend invitations to guest speakers, host lawyer panels and meet with Student Congress Appropriations Committee to assess and finalize club budget.
- Work with members of the Pre-Law Club Steering Committee in planning and implementing an annual trip to the Chicago Law School Forum in October.

Co-Director: International Criminal Court (July 2008 - April 2009)

Hope College Model United Nations

- Led transition from the International Court of Justice to the International Criminal Court.
- Created, modified and adapted International Criminal Court rules and procedures to fit the specifications of the Hope College Model United Nations' trial simulation.
- Managed simulation by acting as Chief Justice for the mock trial of Radovan Karadzic.
- Acted as Chief Justice in March 2008.
- Acted as Co-Counsel in March 2007.

Active Member: Black Student Union (September 2009 - Present)

Active Member: Hope College Republicans (April 2008 - Present)

Active Member: Pi Sigma alpha, National Political Science Honor Society (November 2007 - Present)

Active Member: Hope College Political Philosophy Club (September 2007 - Present)