

# Writing a Curriculum Vitae (CV)

Florida State University  
Career Center



# Purpose of a CV

- Summary of professional qualifications
- Reflects your abilities as an instructor, researcher, and scholar
- Usually used for academic, research, and some government positions
- Faculty CVs tend to focus on
  - Teaching, Research, Service
- No page limit



# Consider the following:

- Who is my audience? target employers?
- What are my strongest selling points?
- How can I best summarize my qualifications (this may be included before the detailed content)
- When responding to a specific position announcement, tailor your CV to fit



# Targeting the job announcement

## Research Scientist I - In Vitro Pharmacology Vertex

Apply Now

**Location:**  
San Diego, CA

**Posted Date:**  
2/20/2013

**Position Type:**

**Job Code:**  
3526692BIOS

**Salary:**  
Competitive

**Required Education:**  
Doctorate/PhD

**Areas of Expertise Desired:**  
Research

### Description

We are seeking a highly motivated, creative, and innovative bench scientist to join our Cystic Fibrosis drug discovery group at Vertex Pharmaceuticals, Inc in San Diego. The successful candidate will have demonstrated scientific expertise in the molecular pharmacology of membrane targets with a focus on ABC transporters such as the CFTR.

#### Key responsibilities:

- Independently designs and executes pharmacology studies to understand how drugs work at a molecular or cellular level.
- Provides scientific and technical expertise across biochemical and cellular assays focused on CFTR function.
- Effectively analyzes and interprets data, and effectively documents and communicates results to diverse audiences.
- Works effectively in a team environment, with excellent organizational skills and a demonstrated ability to make data-driven decisions.
- Ph.D. in Pharmacology, Cell Biology, Physiology, or related field
- Minimum of 3 years post-doctoral
- Demonstrated experience in membrane targets with a focus on ABC transporters
- Broad working knowledge of pharmacology using native cell systems and a proven track record of productivity
- Effective oral and written communication skills

#### Preferred Qualifications:

- Drug discovery experience in a pharmaceutical or biotechnology setting
  - Embody the Vertex Core Values of Uncompromising Commitment to Patients, Fearless Pursuit of Excellence, Innovation is Our Lifeblood, and 'We' Wins
  - Ability to navigate and be successful in a fast-paced, highly-matrixed work environment
- Vertex creates new possibilities in medicine. Our team discovers, develops and commercializes innovative therapies so people with serious diseases can lead better lives. Vertex scientists and our collaborators are working on new medicines to cure or significantly advance the treatment of hepatitis C, cystic fibrosis, rheumatoid arthritis and other life-threatening diseases. Founded more than 20 years ago in Cambridge, Mass., we now have ongoing worldwide research programs and sites in the United States, United Kingdom and Canada. Vertex has consistently been recognized as one of the industry's top workplaces by leading publications such as Science magazine, The Boston Globe, Boston Business Journal, San Diego Business Journal and The Scientist. For more information and to view Vertex's press releases, please visit [www.vrtx.com](http://www.vrtx.com).



# Targeting the job announcement

## Post Doctoral Fellow Emory University - Academic

[Apply Now](#)

### Location:

Atlanta, GA

### Description

#### Job Description

### Posted Date:

6/14/2013

### Position Type:

Full time

### Job Code:

29380BR

Job Description: Helps design and conduct research within a specified field while receiving advanced training from a designated Principal Investigator to enhance professional skills and research independence needed for pursuit of a career. The specific area of research in which the trainee is mentored is determined by the department and laboratory of the Postdoc. Designs and evaluates experiments. Develops new ideas that promote current research. Prepares and publishes scientific manuscripts under the direction of the Principal Investigator. May be responsible for operation of specific equipment. May teach techniques to others, train, and supervise research staff. Positions are temporary appointments as a research trainee. The initial appointment is for one year, renewal expected if progress is satisfactory and funds are available. Appointments cannot exceed five years.

### Required Education:

Bachelors Degree

#### MINIMUM QUALIFICATIONS:

A doctoral degree or equivalent (Ph.D., M.D., ScD., D.V.M., DDS etc) in an appropriate field. Excellent scientific writing ability and strong oral communication skills. The ability to work effectively and collegially with colleagues. Additional qualifications as specified by the Principal Investigator.

DATE CREATED/MODIFIED/REVIEWED: 4/27/10 JB Additional Job Details Applicants should send a curriculum vitae, a statement of research interests and career goals, a graduate transcript and the names of three references to: Dr. David J. Lefer, Department of Surgery, Emory University Hospital Midtown, Cardiothoracic Research Lab, 550 Peachtree Street, NE, Atlanta, GA 30308



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## Resume and CV Resources and Tools for Job-Seekers



All the very best free resume-writing and resume-strategy resources and tools for job-seekers.

What follows is a collection of the best resume writing, editing, and strategy resources on the Web -- for all types of job-seekers in all job-search situations. If you need help writing and editing your resume or curriculum vitae (CV), take advantage of all the professional resume-writing resources, tools, and samples we offer on this site.

### Quintessential Careers Free High-Quality Resume and CV Samples

- [Free Sample Resumes \(and Cover Letters\) for Executive and Senior-Level Professionals](#) -- some examples of professionally-developed executive and senior-level resumes... and cover letters.
- [Real New College Grad Resume and Cover Letter Samples](#) -- A large collection of real, high-quality new college grad resume and cover letter samples for helping college students and new grads improve your job, internship, grad-school search.
- [Sample Curriculum Vitae](#) -- where you'll find a growing selection of sample Web-based vitas (CVs) as well as some international CVs in pdf.
- [Sample Professionally Developed Resumes for Job-Seekers](#) -- check out these free professionally produced sample resumes if you're interested in getting some ideas and guidelines for your own resume. In pdf format.
- [Sample Web Resumes for Job-Seekers](#) -- where you'll find a large selection of free sample Web-based resumes.

### Quintessential Careers Expert Resume and CV Articles

- [Avoid These 10 Resume Mistakes](#) -- a professional resume writer shows you how to avoid/fix the 10 most common resume mistakes that can hurt your job-search job success.
- [What Resume Format is Best for You?](#) -- discusses all aspects of the types of resume formats job-seekers need to be successful in your job-search.
- [FAKTS: An Easy Acronym for Remembering Key Resume Enhancers](#) -- learn about Focus, Appearance, Keywords, Transferrable Skills, Accomplishments in improving your resume.
- [Five Top Trends for Executive Resumes](#) -- developing an interview-generating executive resume is about differentiating yourself from others competing for same jobs. Here are 5 trends to use to stand out.
- [Frequently Asked Questions About Resumes: The Complete Resume FAQ](#) -- a complete compendium on all things resumes, including answers to 55 of the most frequently job-seeker asked questions about resumes.



# Basic Format

- Identification
- Objective (optional)
- Education
- Experience
- Additional Categories
  - Specific to your experiences



# Identification

- Full name
- Address
- Phone number,  
including area code
- Email address

**Shane M. Benjamin**  
150 Sterling Dr., Apt # 32  
Tallahassee FL 32310  
904-879-5523  
[sbenjamin21@gmail.com](mailto:sbenjamin21@gmail.com)





# Objective (optional)

- Focus on
  - Skills
  - Education
  - Population of interest
  - Career area
  - Type of organization
  - Position title
  - Functional area



# Education

- Start with your highest & most recent degree
- Include
  - Name of degree
  - Name and location of institution
  - Date of graduation
- Can also include
  - Dissertation and/or thesis topic
  - Major Professor/Committee Chair

## EDUCATION

**Doctor of Philosophy**, Chemical Engineering, Pennsylvania State University, State College, PA, 2012

**Master of Science**, Chemical Engineering, Florida State University, Tallahassee, FL, 2001

**Bachelor of Science**, Chemical Engineering, University of Pittsburgh, 1999



# Experience

- Can be broken into different categories
  - Teaching, research, graduate assistantships, internships, fellowships, service, etc.

## TEACHING EXPERIENCE

### *Assistant Professor of Arts Management, **American University***

August 2009-present

Teach Survey of Arts Management, Marketing & PR in the Arts, Cultural Policy, and Thesis (Graduate). Advise 27 + students and direct or serve as a member of more than 10 capstone committees.

### *Professor of Arts Administration, **Savannah College of Arts and Design***

September 2008-June 2009

Taught Legal Issues in Arts & Entertainment and Introduction to Business for undergraduates; Legal Issues in Arts Administration, Raising Funds for Arts Organizations, and Education in Cultural Institutions for graduate students. Served on thesis committees, wrote course proposals, developed a marketing plan for the minor, and advised students.

### *Graduate Teaching Assistant, **Florida State University***

January 2007-April 2007

Orchestra Management (Graduate)



# Experience

- For each listing, include –
  - Position title
  - Name of organization/institution
  - Location
  - Dates
  - Responsibilities AND accomplishments
- Use action words



# Action Verb Examples

- Design
- Develop
- Analyze
- Supervise
- Research
- Investigate
- Present
- Draft
- Organize
- Assess
- Deliver
- Consult
- Earn
- Elect
- Discover
- Propose
- Repair
- Teach
- Synthesize
- Calculate



# Experience

## PROFESSIONAL EXPERIENCE

Research Associate, 2009–Present

International Health Department, Johns Hopkins Bloomberg School of Public Health,  
Baltimore, MD

- Conduct epidemiologic and statistical analyses involving studies on sexually transmitted disease risk factors/outcomes, infant mortality, and socioeconomic status
- Complete multivariate and survival analysis, multi-level analysis, and mapping

Research Assistant, 2004-2009

MAMSI, Health Finance and Policy Division, Bethesda, MD

- Researched and wrote reports relating to current health policy issues
- Developed a financial model used to explore rising healthcare costs
- Corresponded with legislators regarding health care legislation and regulations



# Additional Categories

- Areas of Expertise
- Academic Interests
- Research Interests
- Courses Taught
- Publications
  - break out by type—e.g., books, monographs, chapters, journal articles, invited papers, technical reports, etc.
- Presentations
  - Refereed/non-refereed
  - International/Domestic
  - Invited
- Lectures/Seminars
- Programs & Workshops
- Research Grants
- Consultations

## AREAS OF EXPERTISE:

My research interests lie in multi-technique remote sensing of the Earth's ionosphere. I work with ground- and satellite-based instrumentation to study both the quiet-time and storm-time behavior of this region at low- and mid-latitudes. To accomplish this, I develop test and deploy suites of sensors to sites around the world. These instruments include portable imaging systems, Global Positioning System (GPS) receivers, and Fabry-Perot interferometers. My research group is currently working on developing new techniques and algorithms to simultaneously analyze these multiple datasets to better understand the underlying electrodynamics of instability processes in the equatorial and mid-latitude ionosphere. These instabilities can cause problems for satellite navigation and communication signals that have to propagate through them. Understanding how and when they develop will lead to more robust systems



# Additional Categories (continued)

- Research Fellowships
- Service
  - University
  - Profession
    - Leadership Positions
    - Editorial boards
  - Community
- Professional Activities
- Major Committees/  
Committee Leadership
- Graduate Field Work

## RESEARCH FELLOWSHIPS

- Summer Research Fellowship, American Society of Engineering Educator at NASA-Glenn Research Lab, Cleveland, OH, *2010*.  
--Modeled transient transport processes in cryogenic fluids.
- Summer Research Professorships, University of Pittsburgh, Pittsburgh, PA, *2009*
- Summer Research Fellowship, Association of Midwestern Universities, Ohio National Engineering Lab, Dayton, OH, *1998*.  
--Modeled two-phase flow metering, reservoir simulation.





# Additional Categories (continued)

- Certifications/Licenses
- Honors/Awards
- Special Training
- Technical Knowledge/Skills
- Language Skills

## **HARDWARE/SOFTWARE SKILLS**

*\*\*All of the above experiments were carried out with the appropriate equipment and software listed below. \*\**

### Instruments:

Source meters, current supplies (AC/DC), nanovoltmeters, electrometers, lock-in amplifiers, preamplifiers, coaxial near-field resonators, ultrahigh vacuum sputtering chamber, x-ray diffractometers, scanning electron microscope (w/EDAX), atomic force microscope, Physical Property Measuring System, liquid helium dewars, and various temperature controllers.

### Software:

GSAS (General Structure Analysis System), FullProf, Scientific Workplace, IGOR Pro, Mathematica, Visual Basic, Microsoft Office (Excel) and C++.



# References

**AVAILABLE UPON REQUEST**

**or**

**List on Separate Sheet**

**Other options:**

**Credentials, Dossier, Portfolio, Link to Website**



# Do not include...

- Personal information
  - Marital status, birth date, etc.
- Reasons for leaving past positions
- Salary requirements
- Negative or irrelevant information



# Organization

- Length of your CV depends on your experiences
- Layout
  - The most relevant information should be first
  - Use **bold**, *italics* or underlining to emphasize certain categories, headings, position titles, organizations, etc.



# Common Mistakes

- Disorganized
- Poorly Reproduced
- Overwritten
- Too Sparse
- Not Results Oriented
- Irrelevancies
- Misspellings, Typos
- Content Doesn't Match Objective



# Hints

- Be clear and consistent
- Proofread the CV
- Have the CV critiqued by multiple people
- Use quality paper to print your CV
- Update it regularly
- Tailor your CV to each employer
- Keep one master document



# For further assistance

- Visit the Career Center/  
Dunlap Success Center
- [www.career.fsu.edu](http://www.career.fsu.edu)



## Writing a Curriculum Vitae

Katie Meyer

### Objective

You will be able to develop a curriculum vitae (CV) that emphasizes your strengths and achievements.

### Purpose of a Curriculum Vitae

The curriculum vitae, also called an academic resume or CV for short, is a summary of one's personal history and professional qualifications submitted as part of a job, graduate school, or internship application process. In Latin the term means "the course of one's life."

### Format

While there is no standard formula or template for preparing a CV, certain information should be included. The following basic categories provide the foundation.

### Identification

Your name, full address, phone number with area code, and e-mail (make sure it is professional) should be the first items on your CV. If you are at a temporary address, you can include this in addition to or in place of your permanent address, depending on your circumstances.



### What's Inside

Objective.....1

