

Developing a Curriculum Vitae

Renée Murray
Renee.Murray@wwu.edu
Career Services Center
Western Washington University
Old Main 280, 360/650-3268
www.careers.wwu.edu

Curriculum Vitae (CV)

Definition

A curriculum vitae or CV is essentially a biographical résumé profiling one's expanded educational and work background. The Latin term vitae or vita means "the course of one's life or career."

Settings

A CV is commonly used among professionals in academic, scientific, medical and research settings. It can also be used to apply for fellowships and grants as well as admission to professional studies (i.e. graduate school).

Format...

What does a CV have in common with a Résumé?

How does a CV differ from a Résumé?

The CV format is common in foreign countries and will even include personal information not used in U.S. CVs. Additional information found in international CVs includes age, sex, marital status, race, ethnic background and even religion. Include these only if you are submitting your CV to an international target.

Common CV Categories

As an extended résumé, a CV includes categories of information that go beyond the typical standard résumé sections of education, work history, extracurricular activities, etc. Some common additional categories can include any combination of the following:

Education or Degrees	Grants and Funding
Relevant Coursework	Scholarships
Work History	Assistantships & Fellowships
Class Projects	Papers, Publications, Works-in-Progress
Certifications & Credentials	Presentations
Honors, Achievements, Awards	Lectures
Thesis, Dissertation Abstracts	Courses Taught
Research Interest(s)	Professional Associations, Memberships
Research, Laboratory Experience & Skills	Student Affiliations
Research Submitted and in Preparation	Professional Service
Teaching Interest and/or Experience	Committees
Instructional Interest	Conferences, Conventions Attended
Instrumentation Experience	Community Service
Fieldwork	Co-curricular Activities
Training, Clinics, Seminars	Extracurricular Activities
Specializations	References & Recommendations
Languages	...
Study and Travel Abroad	...

For more information and examples of CVs enter "Curriculum Vitae" on a Google or similar search engine.

Here are suggestions of what an undergraduate student might include (not necessarily in the order given):

Personal Data/Contact Information

Make sure your e-mail is of a professional nature.

Educational Background

Degree, graduation date, major(s), minor(s), GPAs & cum laude status (if applicable).

Awards and Fellowships

List achievement awards earned. Include appearances on the President's list and honor societies.

Research Experience

Cite field activities and other investigations you have participated in. Include research methods classes, senior projects, capstone courses, significant lab work, or library research projects. Provide details of the projects and your level of participation.

Professional Meetings

Mention any papers you have presented at professional, departmental, or organization meetings. Conferences attended are not generally listed unless the attendee has played a significant role in the meeting (planned, coordinated, presented, or such). However, as a young professional beginning your career, you might be able to list conferences attended as it shows you are involved in your field. Provide details including dates of occurrence and the nature of your participation.

Papers and Publications

It may be beneficial to get something published before you graduate. Student journals and student conference proceedings provide good venues for this. Even if not published, papers that you want to use as writing samples can be listed. Check with faculty about their current research activities as you may be allowed to be a contributor.

Teaching Experience

Have you heard the phrase, "a teachable moment?" You have had more moments of teaching than you may realize. These can include tutoring, significant class presentations, as well as presentations done in internship, work and volunteer settings. Include any teaching done as a lifestyle or resident advisor, lifeguard, scout, etc. Provide details.

Professional Organizations

List any professional organization(s) you belong to. Include student organizations. Give dates of affiliation and note any officer or other lead positions held as well as accomplishments achieved within those positions. If you do not belong to a professional organization, consider obtaining membership to one before you graduate in order to take advantage of a reduced student rate if available.

Related Experiences

List and detail any volunteer, internship, and paid work experiences, educational field trips, or other activity that is related to your field.

Christine Digger

ChrisDigger@msn.com

(206) 755-2854

5558 Fieldstone Drive
Fernwood, WA 98248

Education:

Bachelor of Arts, Western Washington University (WWU), Bellingham, WA, 2015

Major: **Anthropology**; 3.86 GPA

Minor: Community Education/Health Promotion

Associate of Arts, Clark College, Vancouver, WA, 2013

Senior Thesis:

Migrant Teens' Diet: Integrating Convenience Food Marketing with Family Tradition

Relevant Courses:

Anthropology:

Ecology of Human Variation

Sociobiology

Peoples of Mexico and Central America

Childhood and Culture

Cross-Cultural Education

Family and Kinship Organization

Nutritional Anthropology

Visual Anthropology

Psychological Anthropology

International Migration

Health Education:

Consumer & Environmental Health

Foundations of Health Education

Health Communication/Social Marketing

Health Promotion/Disease Prevention

Nutrition

Community Health

Other (Varied Departments):

El Movimiento Chicano

Foreign Chemicals and Natural Systems

The Hispano/a American Experience

Human Anatomy and Physiology

Co-curricular Activities:

Department of Anthropology – 2013 to present

Maintain declared major listserve. Keyed in database entries for 15 years collective faculty research and publication records. Assist chair and department administrators with logistics for Spring Scholars Week.

Anthropology Club – 2013-2014

Served as liaison between club and department, providing information for listserve, facilitating space reservation for club meetings, as well as processing and distributing newsletters.

Fieldwork:

Upcoming Summer 2015 – Washington State Extension Services, Bellingham, WA
Conducting preliminary fieldwork in Lynden, Burlington, and Lynden, WA investigating and documenting oral recipes of migrant workers.

Summer 2014 – Yuma School District, Yuma, AZ
Executed fieldwork examining the role of socialization in educational institutions.

Presentations:

“From Super Size to Super Thighs”
Nutrition awareness promotion program conceptualized and designed for WWU residence halls.
Delivered 11 times within seven dorms across two academic years, 2013-2015.

“Escape From Tradition”
Poster session, WWU Anthropology Scholars Week, May 2014

Skills:

Academic:

Strong problem-solving, critical judgment, conceptualization, organization and research skills; curious and enthusiastic, comfortable in environments where initiative, creativity and individual exploration and action are encouraged.

Languages:

Fluent in English and Spanish; some written and spoken ability in French

Computer:

Highly adaptable to specialized office hybrid computer systems; readily utilize word processing including, but not limited to, Excel, Pro Spreadsheet, Pagemaker, Outlook, Netscape Navigator and Email for academic, professional, and personal use.

Other Experience:

Pacific Commercial Realty, Pacifica, WA. Summers 2012 & 2013
Produced documents for use by 12 real estate agents. Prepared marketing proposals and year-to-date sales reports. Processed agents' commissions. Arranged for sign installations at properties. Created monthly listings sent to area realtors. Corrected malfunctions with computer systems, file server, printers and copiers. Maintained databases for listings, commissions, and sales.

Community Service:

Soup Kitchen Volunteer, Bellingham, WA, 2014 to present
Lifestyle Advisor, WWU, Bellingham, WA, 2014 to present
Big Sister to fourteen-year old foster girl, Bellingham, WA, 2013 to present

Resources

- Individualized appointment with a counselor
- Career Center Library (found in résumé section)
 - The Global Résumé and CV Guide***, Mary Anne Thompson
 - The CV Book***, James Innes (British publication and author)
 - Impressive CV & Cover Letter***, Tracy Whitmore
 - The Pharmacy Professional's Guide to Résumés, CVs, & Interviews***, Thomas P. Reinders, American Pharmacists Association

SAMPLE CV:

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Human Anatomy and Physiology

Co-curricular Activities:

Department of Anthropology – 2008 to present

Maintain declared major listserv. Keyed in database entries for 15 years collective faculty research and publication records. Assist chair and department administrators with logistics for Spring Scholars Week.

Anthropology Club – 2007-09

Served as liaison between club and department, providing information for listserv, facilitating space reservation for club meetings, as well as processing and distributing newsletters.

Fieldwork:

Upcoming Summer 2010 – Washington State Extension Services, Bellingham, WA
Conducting preliminary fieldwork in Burlington and Lynden, WA, investigating and documenting oral recipes of migrant workers.

Summer 2009 – Yuma School District, Yuma, AZ
Executed fieldwork examining the role of socialization in educational institutions.

Presentations:

“From Super Size to Super Thighs”
Nutrition awareness promotion program conceptualized and designed for WWU residence halls. Delivered 11 times within seven dorms across two academic years, 2008-2010.

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Poster session, WWU Anthropology Scholars Week, May 2009.

Skills:

Academic:

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