

## Curriculum Vitae Guide

The terms curriculum and vitae are derived from Latin and mean "courses of my life". Résumé, on the other hand, is French for "summary." In industry, both in and outside of the US, people refer to curriculum vitae (CV)s and résumés interchangeably.

### Curriculum Vitae vs. Résumés

Both CVs and résumés are personalized for the specific job or industry to which you are applying. These documents present you as the best qualified candidate and are used to get an interview.

|                      | Curriculum Vitae  | Résumés  |
|----------------------|---|--|
| <b>Goal</b>          | Showcase academic, research and professional accomplishments to grad school, academic positions, or grants                              | To obtain a job outside of academia  |
| <b>Audience</b>      | Admissions committees, Academics  | Employers and networking contacts  |
| <b>Focus/Content</b> | <i>Experience-based:</i> Why are you an expert in your field? Complete history of academic, professional, and career related activities | <i>Contribution-based:</i> How did you make a difference where you worked? Targeted to the industry/position |
| <b>Length</b>        | As long as necessary. Length can indicate accomplishments. Typically 1-4 pages  | Shorter is better<br>Typically 1 page for entry level  |

### Curriculum Vitae Structure

*Include what seems appropriate for your area of specialty and always present information in reverse chronological order.*

**CONTENT - Align the order of your experiences with the needs of the graduate school or employer. Put the most relevant sections first based on the standards set by the degree program or organization. DO YOUR RESEARCH and check their website.**

**Contact information:** At the top, include your name and contact information (address, phone number, email address). Outside of the US, many CVs include even more personal information, such as gender, date of birth, marital status, and even names of children. Unless you are applying to a job outside of the United States, do not include this extra information.

**Education:** This may include college and graduate study. Include the school attended, dates of study, and degree received in reverse chronological order.

**Honors and Awards:** This may include dean's list standings, departmental awards, scholarships, fellowships, and membership in any honors associations.

**Thesis/Dissertation:** Include your thesis or dissertation title. You may also include a brief sentence or two on your paper, and/or the name of your advisor.

**Research Experience:** List any research experience you have, including where you worked, when, and with whom. Include any publications resulting from your research.

**Publications and Presentations:** List any publications you have written, co-written, or contributed to. Include all necessary bibliographic information. You should also include any pieces you are currently working on. Include papers you presented at conferences and/or associations: list the name of the paper, the conference name and location, and the date.

**Teaching Experience:** List any teaching positions you have held. Include the school, course name, and semester. You may also include any **other relevant tutoring or group leadership experience**.

**Skills:** List any relevant skills you have not yet mentioned. This may include language skills, computer skills, administrative skills, etc.

**Professional Memberships:** List any professional associations to which you belong. If you are a board member of the association, list your title. Describe projects you worked on, if applicable.

**Internships:** This is also called Field Experience. List all relevant internship experiences paid and unpaid

**Study Abroad:** Describe experiences that developed your marketable skills

**Work Experience:** List relevant work experience; this may include non-academic work. List the employer, position, and dates of employment. Include a brief list (3 bullet points) of your accomplishments and/or duties.

**Organization Involvement:** Include any volunteer or service work you have done, as well as any clubs or organizations to which you have belonged. You can also include any study abroad experiences here if you have not already mentioned them.

### **Transforming Your CV into a Résumé**

You may need both a CV and a résumé for your job search. Sending the appropriate document (CV or résumé) tells employers that you can distinguish the differences between the academic and non-academic environments and that you can adapt your skills to either environment. Most employers in industry prefer a résumé. When rearranging your CV to make it a résumé:

- Do not exceed one page.
- Re-evaluate your experience. Think creatively about how your academic experience can be translated into the necessary skills for a non-academic environment. Consider skills of project management, leadership, teamwork, effective communication, and meeting deadlines.
- Choose action verbs to describe your experience.
- Put your strengths first. List your professional experience or your degree first, depending on which is most important for a specific position.
- Optional to include a well-written profile or summary; state the skills or abilities you possess tailored to the job description or industry. Be sure that your résumé supports your summary.
- Emphasize skills and accomplishments.
- List only relevant presentations, publications, and papers.
- Have someone proofread it.

*The following CV samples are provided by the UHD Main Career Development Center, S402. These documents should only be used as guides to creating a CV and should not be copied.*

## CV Sample 1

# Andres Gator

111 Persimmon Avenue ♦ Houston, Texas 77002 ♦ 832.555.5334 ♦ [andres.gator100@gmail.com](mailto:andres.gator100@gmail.com)

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### EDUCATION

**UNIVERSITY OF HOUSTON-DOWNTOWN, Houston, TX**

*Bachelor of Arts in Fine Arts Candidate  
Minor in Arts Administration*

**May 2017**

**HOUSTON COMMUNITY COLLEGE, Houston, TX**

*Associate of Arts in Studio Art*

**May 2015**

### RESEARCH INTERESTS

- ♦ Multicultural art education
- ♦ Material culture and built-environment education
- ♦ Aesthetic pluralism

### TEACHING EXPERIENCE

**THE ART LEAGUE OF HOUSTON, Houston, TX**

*Gallery Teacher*

**Sept 2015 - Present**

- ♦ Teach gallery lessons for 4th-6th grade students and for other K-12, university, and adult groups.
- ♦ Serve as visiting instructor for *Healing Art* program, adapting and delivering art education to adults living with severe illness.
- ♦ Manage weekend tour logistics and address on-site problems.

**LEISURE LEARNING UNLIMITED, Houston, TX**

*Independent Art Instructor*

**Jan 2013 - Present**

- ♦ Design and execute art lessons engaging adults in thinking about the creative art process using diverse media.
- ♦ Emphasize exploration of materials and self-expression, while also introducing various cultural art forms, historical art movements and techniques.

### CONFERENCE PRESENTATIONS

**SOUTHWESTERN ART EDUCATION ASSOCIATION CONFERENCE**

**Fort Worth, TX**

*Reviving the Repetitive: Reflections for 21st Century Art Instruction*

The limits of and alternatives to customary curricular methods to multicultural art education discussion. Possibilities for transforming typical multicultural art lessons into culturally sensitive units centered on a social issue are shared.

**Nov 2015**

**ALVIN INDEPENDENT SCHOOL DISTRICT FEBRUARY CONFERENCE**

**Alvin, TX**

Hands-on instruction in ceramic hand-building and finishing techniques for various skill levels among elementary students.

**Feb 2013**

### **CONFERENCE ATTENDANCE**

**TEXAS ART EDUCATION ASSOCIATION CONFERENCE** Nov 2016  
Corpus Christi, TX

**ALVIN INDEPENDENT SCHOOL DISTRICT FEBRUARY CONFERENCE** Feb 2012  
Alvin, TX

### **FELLOWSHIPS/SCHOLARSHIPS**

**Hong Yi Foundation Endowed Scholarship in Art**  
Awarded \$750 Nov 2012

### **ACADEMIC AND COMMUNITY SERVICE**

**STUDENT GOVERNMENT ASSOCIATION, UNIVERSITY OF HOUSTON-DOWNTOWN, Houston, TX**  
*Representative for Fine Arts* Aug 2016 - Present

- ♦ Attend monthly meetings and represent Art student interests in forum discussions and votes.
- ♦ Record and disseminate information from Assembly meetings to students, the Fine Arts coordinator, and departmental faculties.

**CENTRAL ART GALLERY, HOUSTON COMMUNITY COLLEGE, Houston, TX**  
*Volunteer and Researcher* Jan 2014 - May 2015

- ♦ Supported instruction in children and youth art classes.
- ♦ Conducted ethnographic, survey and historical research into local community art programs.

### **PROFESSIONAL AFFILIATIONS**

- ♦ Art Colony Association, 2014-Present
- ♦ National Art Education Association, 2015-Present
- ♦ Texas Visual Arts Association, 2014-2016

## CV Sample 2

# MARY BIOMAJOR

4200 Massachusetts Ave. ▪ Houston, TX ▪ (202) 555-3456 ▪ mary.biomajor@gmail.com

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### EDUCATION

Bachelor of Science in Biology, Magna cum Laude, May 2012

**University of Houston-Downtown**, Houston, TX

**GPA:** 3.8

### HONORS AND AWARDS

UHD University Honors Program

Dean's Scholarship of \$10,000 per year

Robyn Mathias Research Conference: Best Presentation in the Sciences

### PRESENTATIONS

**Robyn Mathias Research Conference**, University of Houston-Downtown, Houston, TX "Biologic Study on Arachnid Retinal Activity," Spring 2012

### PAPERS

*"Study on Arachnid Retinal Activity,"* Capstone paper for Honors in Biology, April 2012

*"Vaccines and Autism: Myth vs. Reality; a Survey of the Autism/Vaccine literature,"* final paper for Microbiology. Submitted for review to the **Undergraduate Research Journal**. Dec 2011

### RESEARCH

**University of Houston-Downtown, Department of Biology**, Houston, TX, May 2011-May 2012

Research Assistant

- Collaborated with Professor J. Biologist on original research on retinas of arachnids
- Conducted spectrophotometry and entered all data in SPSS
- Set up all laboratory equipment and maintained safe laboratory environment

**National Institutes of Health, National Cancer Institute**, Bethesda, MD, Summer 2010

Laboratory of Dr. Gov. Scientist

Research Intern

- Supported post---doctoral researchers in dissecting specimens
- Conducted resections and analyzed enzyme absorption in tissue
- Catalogued all data utilizing proprietary statistical software

### EMPLOYMENT HISTORY

**University of Houston-Downtown, Career Center**, Houston, TX, May 2009-May 2012

Student Assistant

- Scheduled student appointments for a team of 6 career professionals
- Contributed to marketing campaigns utilizing social media as well as desktop publishing skills
- Answered student questions and referred students to appropriate resources