



Writing a Curriculum Vitae



What is a CV?

- Summary of professional qualifications
- Reflects your abilities as an instructor, researcher, and scholar (or potential scholar)
- Usually used for academic, research, and some government positions
- Faculty CVs tend to focus on
 - Teaching, Research, Service
- Unlike a résumé, there is **no page limit**



Preparing to Write Your CV

- Who is my audience? Who are my target employers?
- What are my strongest selling points?
(skills/accomplishments/experiences)
- How can I best summarize my qualifications?
- What is the language of my target field and how can I translate my skills/experiences to be most meaningful to my target employers?



Typical Categories of the CV

- **Identification**
- **Objective/Summary (optional)**
- **Education**
- **Experience**
- **Additional Categories**
(Specific to your experiences)
 - Research Experience
 - Publications
 - Teaching Experience
 - Research Activities
 - Expositions
 - Professional Seminars
 - Honors/Awards
 - Internships
 - Fellowships
 - ...and others



Identification Options

Jane Doe

123 Happy Lane
Tallahassee, FL 32301
123-456-7890
jane.doe@fsu.edu

JANE DOE

123-456-7890 - jane.doe@gmail.com - [linkedin.com/janedoe](https://www.linkedin.com/janedoe)



Objective

Choose a focus...

Focus on Qualifications:

- Skills
- Education
- Goals

Skills

Seeking a position which utilizes my analytical research, technical, and professional writing skills.

Education

To obtain a position where I can use my Master of Arts in Museum Studies to enhance the cultural awareness and access to historical artifacts in the Tallahassee area.

Focus on Situation:

- Career Areas
- Position Title
- Type of Organization
- Functional Area
- Population

Career Area/Type of Organization

To obtain a position in the corporate litigation field with a large private firm.

Position Title

To secure a faculty position in the physics department of a Division I research institution.



Sample Summary

Summary of Skills and Qualifications

- Research tools and information management: Extensive experience in the application of research tools/methodologies to produce market information to quickly improve a company's bottom line;
- Corporate planning and execution: Operate as an effective management team member capable of integrating business information and intelligence into corporate strategic planning and tactical programs; very adept at drawing out the insights and business implications of research findings to (again) quickly impact the bottom line;
- Understand business sectors: Unique experiences in the telecommunications, technology, insurance, and not-for-profit sectors.
- Technical skills: Competent in all required research techniques, including multivariate statistics and the use of SPSS, SAS, MSWord, PowerPoint, Excel, and more.
- Foreign Languages: Fluent in French, conversational Spanish.



Sample Summary Cont.

PROFESSIONAL PROFILE

Accomplished international affairs enthusiast with passion for student development and engagement. Possesses capable leadership abilities with strong communication, interpersonal, public speaking, and conflict resolution skills. Experience working in multiple facets of higher education with special interest in international students/global education and partnership.



Education/Training

- Degrees in reverse chronological order
- Name of degree
- Date of degree
- Name & location of institution
- Major/minor(s)
- Overall GPA/GPA in major
- Relevant coursework
- Academic honors

EDUCATION

Florida State University, Tallahassee, FL

Doctor of Philosophy in Cognitive Psychology, April, 2017

Dissertation Topic: *Cognition in Children*

GPA: 3.8

University of Michigan, Ann Arbor, MI

Bachelor of Science in Psychology, May 2012

Minor: Education

GPA: 3.7, *Cum Laude*

Relevant Coursework: Learning and Cognition



Experience

For each experience section include:

position title

name of organization

organization's location

dates employed

duties/skills used/responsibilities

accomplishments/results

EXPERIENCE

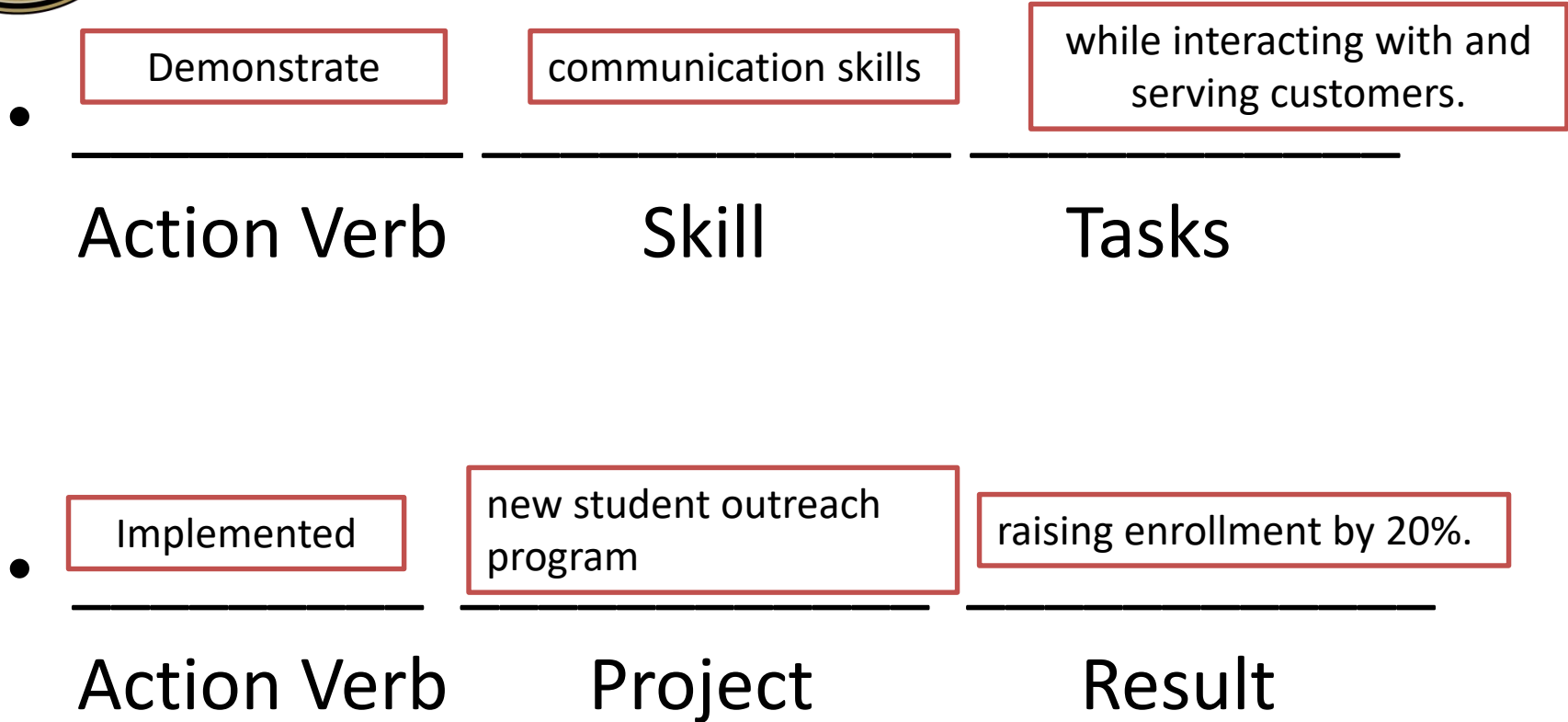
Research Assistant, Tallahassee, FL

Florida Department of Health, January 2014 – Present

- Conduct epidemiologic and statistical analyses on sexually transmitted diseases risk factors/outcomes to inform policy decisions regarding prevention
- Complete multivariate and survival analysis, multilevel analysis, and mapping using statistical software



Anatomy of a Bullet Point





Sample Action Verbs

- ADMINISTERED
- ADVISED
- BALANCED
- COMPILED
- CREATED
- DEMONSTRATED
- DESIGNED
- EXPEDITED
- ORGANIZED
- PLANNED
- PROPOSED
- SUPERVISED
- TRAINED
- UPDATED



Tailor Your Document to A Desired Award

What We Do:

- The Florida Gubernatorial Fellows Program was created from the belief that the best way to ensure Florida's greatness is to actively educate and cultivate its future leaders.
- This non-partisan program immerses students from public and private universities in key areas of state government. During their nine-month tenure in Tallahassee, Fellows receive advanced on-the-job training as well as an invaluable front-line view of the inner workings of government.
- As Fellows, participants fulfill roles of critical responsibility, interact closely with the state's top leaders and employ their skills and abilities in a highly rewarding environment.

Who We Need:

- The best and the brightest! Only the most exceptional Florida undergraduate and graduate students are selected for this prestigious fellowship.
- Demonstrated achievement is an important place to start; however it takes more than that to be a Florida Fellow.
- Fellows are passionate about public service and making our incredible state even better. They work well with partners and colleagues from a diverse spectrum of backgrounds, cultures and political affiliations.
- They think on their feet and take the initiative when opportunities arise, conceive innovative solutions and contribute to major decisions. Sometimes all on their first day!



Additional Sections: Show your Strengths

- 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.)
- Research Grants
- Research Fellowships
- Service
 - University
 - Profession
 - Leadership Positions
 - Editorial boards
- Presentations
 - Refereed/non-refereed
 - International/Domestic
 - Invited
- Lectures/Seminars
- Programs & Workshops
- Consultations
- Professional Activities
- Major Committees/Committee Leadership
- Graduate Field Work
- Certifications/Licenses
- Honors/Awards
- Special Training
- Technical Knowledge/Skills
- Language Skills



References

AVAILABLE UPON REQUEST

or

List on Separate Sheet:

Name, Credentials

Title

Organization Name

Organization Address

Relationship: _____

Phone:

Email:

Janet Lenz, Ph.D.

Associate-In/Program Director, Career Center

Florida State University College of Education

600 W College Ave, Tallahassee, FL, 32306

Relationship: Major Professor

Phone: 555-555-5555

Email: abc1d@fsu.edu

Other options:

Credentials, Dossier, Portfolio, Link to Website



CV Don'ts

Do not include:

Personal information
(Marital status, birth date, etc.)

Reasons for leaving past positions

Salary requirements (can say “negotiable” in application)

Negative or irrelevant information



Formatting

- CV length depends on your unique experiences
- Layout
 - Information most relevant to position opening 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





CV Tips

- Be clear and consistent
- Proofread the CV
- Have the CV critiqued by multiple people
- Use quality paper to print your CV if submitting or mailing a hard copy
- Update it regularly
- Tailor your CV to each employer/position announcement
- Keep one master document with all of your information
- Use the Career Center CV Rubric!



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Come See Us!

The Career Center is located in the Dunlap Success Center (DSC)
1st Floor, Suite 1000



Drop in Career Advising

M-F 9:00 AM – 4:30 PM

Extended Tuesday hours:

9:00 AM- 8:00 PM (Fall and Spring)

Closed Fridays 1:30 PM - 2:30 PM Fall 2016*



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