## THE CURRICULUM VITAE (CV) FOR GRADUATE SCHOOL ADMISSIONS

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The University of Arizona
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Fall 2022

### RESUME VS. CV

#### **RESUME**

- Highlights competence
  - Work history & experience
  - Skill sets
  - Limited achievements
- Concise usually a page or two
- Timeframe last 10 years or last few JOBS

#### CV

- Highlights credentials
  - Educational background
  - Research experience
  - Affiliations or professional memberships
  - Publications
- Detailed no page limit
- Timeframe also last 10 years, but unlimited

### QUESTIONS

- What should your CV look like?
- What have you been told about CV's?

### **ALWAYS REMEMBER:**

- This CV is for Graduate Admissions.
- Why is that important to remember?

### WHAT IS A CV?

Think of a CV as an academic resume

Highlights your scholarly accomplishments

### Use the CV to emphasize your:

- Research experience
- Presentations
- Publications
- Other skills

A CV is **NOT** a work resume

Your CV should be as long as it needs to be

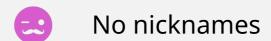
### **FORMATTING**

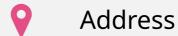
- All of the headings that are used in your CV must make sense
- List headings in order of importance
- Typical categories on a CV include:
  - Contact information
  - Education
  - Research experience
  - Conference presentations
  - Publications
  - Professional associations and awards
  - References

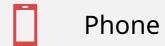
### **FORMATTING**

- For Graduate School, Do Not Include:
  - Your GPA
  - An objective statement
  - Your date of birth
  - Pictures or images
  - Colors that will not translate when printed
  - Fun fonts

# NAME & CONTACT INFORMATION









Website

### **EDUCATION**

- Do <u>NOT</u> include your GPA
- All higher education institutions (with highest degree to begin)
- Degrees or certifications
- Make sure to include name of degree, department (if not reflected in degree name) school, location, and year of graduation.

### **EDUCATION: EXAMPLE**

Bachelor of Science in Psychology, Minor in Family Studies and Human Development, The University of Arizona, Tucson, Arizona, Expected date of graduation May 2023

Associate of Arts in Early Childhood Education, Pima Community College,

Tucson, Arizona, Graduated May 2018

### RESEARCH EXPERIENCE

- List experience in chronological order (most current at top)
- Job title, school/mentor/location and dates
- Duties affiliated with the research project
- Be sure to provide insight into your role in the research
- Less narrative and more general
- Avoid "I" statements and list responsibilities and duties

### RESEARCH EXPERIENCE: EXAMPLE

Undergraduate Research Assistant, Ronald E. McNair Achievement Program, Faculty Mentor: David Sbarra, PhD, Laboratory for Social Connectedness and Health, Department of Psychology, The University of Arizona, Tucson, Arizona, Summer 2022

Undergraduate Research Assistant, Faculty Mentor: Russell Toomey, PhD Norton School of Family and Consumer Sciences, Family Studies and Human Development, The University of Arizona, Tucson, Arizona, Fall 2021 to Spring 2022

### **PUBLICATIONS**

List your publications in chronological order Typically,
publications are
listed in the
manuscript style
used within your
field of study

### **PRESENTATIONS**

- List your presentations in chronological order
- Name of the conference
- Title of your research
- Date and location of the event
- Typically, presentations are also listed in the manuscript style used within your field of study

### PUBLICATIONS & PRESENTATIONS: EXAMPLES

- The Effects of Stress on Performance, Abstract published in the Undergraduate Research Opportunities Consortium's 2022 Abstract Review, The University of Arizona, Tucson, AZ, August 2022.
- The Effects of Stress on Performance, Oral presentation at The Undergraduate Research Opportunities Consortium's Summer Colloquia, The University of Arizona, Tucson, AZ, August 5, 2022.
- The Effects of Stress on Performance, Poster presentation at The Undergraduate Research Opportunities Consortium's Poster Session and Closing Ceremony, The University of Arizona, Tucson, AZ, August 8, 2022.

### PROFESSIONAL/WORK/VOLUNTEER EXPERIENCE

- List your experience in chronological order
- Job title
- Name of the organization
- Dates
- This format should match what you have listed under research experience
- List highlighted duties affiliated with the job and your role
- Less narrative and more of a listing of your responsibilities

### PROFESSIONAL/WORK/VOLUNTEER: EXAMPLES

*Preceptor,* Physiology 202, University of Arizona, Tucson, AZ, January 2022 - Present

- Utilize physiology knowledge and teaching skills to provide clinical presentations
- Supervise undergraduate students with laboratory and class assignments
- Assist professor in proctoring exams

*Tutor,* Think Tank, University of Arizona, Tucson, AZ, August 2020 – December 2020

- Provided individualized tutoring in chemistry and calculus for undergraduate students
- Demonstrated subject mastery and communication skills to teach complex concepts
- Promoted program on campus mall

*Science City Volunteer*, Tucson Festival of Books, Tucson, AZ, March 2020

- Taught forensic science to children involving hair, cheek cell, and fingerprinting analysis
- Assisted with setup and breakdown of booth

*Camp Flight Director*, Pima Air and Space Museum, Tucson, AZ, Summers 2018 & 2019

Coordinated and taught summer programs to educate children ages 6-12 about aviation

### HONORS, AWARDS, & DISTINCTIONS

List all of the awards and scholarships you have received while in college

Be sure to include the date(s) awarded if possible

### HONORS, AWARDS, & DISTINCTIONS: EXAMPLES

- Honors College, The University of Arizona, Tucson, AZ, Fall 2021 to present
- Outstanding Undergraduate in STEM, The University of Arizona, Tucson, AZ, Fall 2019 to present
- Astronaut Foundation Scholarship, Fall 2019 to present
- Goldwater Scholarship, Honorable Mention, March 2019

## PROFESSIONAL AFFILIATIONS & MEMBERSHIPS

1

List memberships to highlight the role you have 2

If you are a member for all, list alphabetically 3

If you have a title, list duties and dates you held your position

### PROFESSIONAL AFFILIATIONS & MEMBERSHIPS: EXAMPLES

- Phi Beta Kappa, Member, Tucson, AZ, January 2021 Present
- Omicron Delta Kappa, Member, Tucson, AZ, August 2020 Present
- Tau Beta Pi, Member, Tucson, AZ January 2019 Present

### REFERENCES

- Your CV should now include a complete list of references
- Never References Available upon Request
- List your references with titles, location, and current contact information

### REFERENCES: EXAMPLE

Andrew L. Huerta, PhD
McNair Director/Assistant Professor of Practice, UROC Programs
Office of Diversity & Inclusion
Graduate College
The University of Arizona
1600 E. 1st Street, Suite 3H
Tucson, Arizona 85721
ahuerta@email.arizona.edu
(520) 626-6961

### ADDITIONAL HIGHLIGHTS

- Please note that you can also include:
  - Relevant coursework
  - Research interests
  - Anything else pertinent to your field of study

MAKE IT LOOK GOOD All text should look good on the paper

Your CV should always look professional and be error free

Pay attention to how and where you are using punctuation

Pay attention to your use of space

### MAKE IT LOOK GOOD

### Always use formal language:

- no contractions
- only jargon or acronyms that are appropriate for your audience
- Academic language

Focus on consistency

Bold all categories and always use the same font and same spacing between categories

Make page breaks where appropriate

### **EXAMPLE:**

REMEMBER, YOUR CV IS FOR GRADUATE ADMISSIONS

### QUESTIONS?

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