

THE CURRICULUM VITAE (CV) FOR GRADUATE SCHOOL ADMISSIONS

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UROC Programs
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



No nicknames



Address



Phone



Email



Website

EDUCATION

- Do **NOT** 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
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(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

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

Focus on consistency

Make page breaks where appropriate

EXAMPLE:

REMEMBER, YOUR
CV IS FOR
GRADUATE
ADMISSIONS

QUESTIONS?

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