

# quick tips Curriculum Vitae (CV)

## Step 1. Format Your CV

Your CV is one of the best marketing tools you can use in finding a position, and often one of the first things a potential employer requests of you during the application process. Often, it is the employer's first impression of you as a candidate. Your CV should communicate information about your skills, abilities, fit within the organization, and career goals. Because everyone has different skills, strengths, and experiences, there is no one exact way to write a CV.

### Curriculum Vitae (CV) vs. Resume

Both resumes and CVs are marketing tools you can use during your job search process. A resume is typically limited to one page (or two pages for more experienced or PhD candidates) and is more concise than a CV. It is used to apply for positions in industry, rather than academia.

A CV is used to apply for positions in research, medicine, or academia and when applying for fellowships or grants. A CV will include many more details than a resume and thus is usually longer than a resume.

[As a side note: additional use of the abbreviation 'CV' can be seen outside of the United States. Companies in other countries may ask students to submit their CV for job/internship applications, when they are actually referring to a one-page resume.]

### Ensure the formatting is clear, concise, and consistent

Be sure your CV is easy to read with plenty of white space. Limit your use of italics and underlines. Choose a font type that is readable such as Times New Roman, Arial, or Calibri and go no smaller than size 10. Add your name and page # in one corner, starting with page 2.

### There is no page limit

Newer professionals/students typically start with 2 pages. All experiences and skills are included, usually without regard to how many pages the CV is.

### Write action/results-oriented bullet points

Focus on writing phrases that describe your accomplishments and results in order to communicate your skills and strengths to employers. Start each phrase with an action verb and be sure to include the results implications or purpose.

- [Action verb] [accomplishment or task] in order to [reason for the task or the results achieved]

## quick tips Curriculum Vitae (cont.)

### Step 2. CV Content

To the right is a list of typical sections that go into a CV. Which elements you include depends on your area of study, the purpose of the CV, the recipient's requirements, and your qualifications. (See two sample CVs on the pages that follow)

#### CV Content

- Contact information
- Career or research objective/interests (brief summary of skills)
- Education (including advisor and thesis or dissertation title)
- Experience (sample headings are: Research Experience, Work Experience, Teaching Experience)
- Publications and presentations
- Awards, honors, and patents
- Grants and fellowships
- Skills such as technical, laboratory, certifications, and languages
- Professional memberships
- Extracurricular activities and/or leadership
- References



#### Additional Help

It is important to remember that everyone's CV is different. Your Career Consultant is available to meet with you to review your CV, however, be sure to also meet with your Academic Advisor.

# quick tips Curriculum Vitae Samples

## Manny Facture

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Cell: (412) 333-4444 Email: mfacture@andrew.cmu.edu  
LinkedIn: www.linkedin.com/in/mfacture

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### RESEARCH OBJECTIVE

To obtain a full-time position in the field of research utilizing my experience and skills in numerical (computational), analytical modeling and simulations, system level designs, problem-solving and communication.

### EDUCATION

**Carnegie Mellon University**, Pittsburgh, PA

Ph.D. Mechanical Engineering, GPA: 3.85/4.0, Expected December 20xx

Advisor: Professor Janine Smith

Thesis: Computational and Analytical Modeling of Biofluidic Lab-on-a-Chip Systems

**Shanghai Jiao Tong University**, Shanghai, P.R.China

M.S. Mechanical Engineering, Major GPA: 3.7/4.0, May 20xx

B.S. Mechanical Engineering, Major GPA: 3.8/4.0, May 20xx

### RESEARCH EXPERIENCE

**Carnegie Mellon University**, Research Assistant, Fall 20xx – present

#### Computational and Analytical Modeling of Biofluidic Lab-on-a-Chip Systems

Model for turn geometry-induced dispersion in electrophoretic separation microchips

- Analyzed the turn geometry induced skew and band broadening of analyte bands in microchannels.

Model for Joule heating (JH) dispersion in electrophoretic separation microchips

- Presented a JH dispersion model that holds in all convection-diffusion regimes in microchannels, which is useful to design ultra-fast and high electric field electrophoresis microchips.

Model for electrokinetically (EK) driven passive mixers and mixing networks

- Developed generalized models for micromixers and complex mixing networks.

#### System Level Simulation and CFD Analysis of Biofluidic Lab-on-a-Chip Systems

System simulation and CFD analysis of complex electrophoretic separation microchips

- Designed system simulations of complex electrophoresis microchips (multi-turns serpentine, spiral or both) in Cadence using Verilog-A
- Validated by CFD analysis involving steady-state electrostatics and Navier-Stokes equations and transient advection-diffusion equation.

System simulation and CFD analysis of EK passive mixers and mixing networks

- Created system simulation of complex EK passive mixers
- Validated by CFD analysis involving steady-state electrostatics, Navier-Stokes and advection-diffusion equations.

### PROFESSIONAL EXPERIENCE

**CFD Research Corporation** Huntsville, AL

Intern, CFD Analysis and Software Development, Summer 20xx

- Analyzed the model sample transport and reaction in biofluidic chips and develop “Drag & Drop, Mixed- Methodology-Based Lab-on-a-Chip Design Optimization Software”.

**Mission Research Corporation** Nashua, NH

Software Developer, 20xx-20xx

- Collaborated to develop a system simulation software “Microfluidic Simulation Toolkit”

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## TEACHING EXPERIENCE

**Carnegie Mellon University** Pittsburgh, PA

Teaching Assistant, Fall 20xx

- Instructed Computational Dynamics course
- Held weekly office hours and graded problem sets and tests
- Helped students to understand the course concepts and problems

## RELEVANT COURSES

**Mechanics:** Dynamics, Kinematics, Mechanics of Material, Engineering Materials

**Thermo-fluid:** Thermodynamics, Advanced Heat Transfer and Mass Transfer, Fluid Mechanics, Fluid Machinery, Aerodynamics, Cryogenics, Air Conditioning System, Vacuum Pumps

**Computing:** Numerical Techniques in Mechanical Engineering, Computational Fluid Dynamics (CFD)

**BioMEMS:** Introduction to MEMS, BioMEMS, NanoRobotics, Physical Chemistry

## TECHNICAL SKILLS

**Programming Languages:** Verilog-A, C/C++, Visual C++, Matlab, Fortran, Mathematica

**Layout Design Software:** Cadence Virtuoso, Coventorware Catapult

**Circuit/System Software:** Cadence-Affirma/Spectre, Coventorware-ARCHITECT/Saber, Simulink

**Numerical Solvers:** Coventorware, Femlab, CFD-ACE, Fluent, Adams/AView

**Mathematical Packages:** Matlab, Mathematica, Maple

**CAD Software:** SolidWorks, Creo Pro/E, CoventorWare

## SELECTED PUBLICATIONS

### Journal Publications:

**M. Facture**, Q. Lin and T. Mukherjee, "A Model for Complex Electrokinetic Passive Micromixers", *Lab-on-a-chip*, 20xx (accepted).

**M. Facture**, Q. Lin and T. Mukherjee, "Composable Behavioral Models and Schematic-Based Simulation of Electrokinetic Lab-on-a-Chips", *IEEE TCAD* 20xx (accepted).

**M. Facture**, Q. Lin and T. Mukherjee, "A Model for Joule Heating-Induced Dispersion in Microchip Electrophoresis", *Lab-on-a-chip*, 20xx, Vol.4 pp. 625-631.

### Conference Publications:

**M. Facture**, Q. Lin and T. Mukherjee, "System Simulations of Complex Electrokinetic Passive Micromixers", MSM'05, pp. 579-582, May 8-12, 20xx, Anaheim, CA.

**M. Facture**, Q. Lin and T. Mukherjee, "Applications of Behavioral Modeling and Simulation on Lab-on-a-chip: Micro-Mixer and Separation System", *BMAS'04* (IEEE), pp. 1-6, Oct. 21-22, 20xx, San Jose, CA.

## HONORS

Referee for "*Journal of Micromechanics and Microengineering*", 20xx-present

Hot Article of *Lab on a chip* (Royal Society of Chemistry), "System-Oriented Dispersion Models of General Shaped Electrophoresis Channels, 20xx

Best Poster Award, Microfluidic/Biosensor Workshop at the University of Pennsylvania, 20xx

National Excellence Scholarship, Shanghai Jiao Tong University, P.R. China, 20xx

## REFERENCES

Professor John Smith, Chair, Mechanical Engineering, Carnegie Mellon University  
 (222) 333-1234, [jsmith@cmu.edu](mailto:jsmith@cmu.edu)

Professor Robert Burns, Mechanical Engineering, Carnegie Mellon University  
 (222) 333-3322, [rburns@cmu.edu](mailto:rburns@cmu.edu)

Professor Katherine Catz, Mechanical Engineering, Carnegie Mellon University  
 (222) 333-4444, [kcatz@cmu.edu](mailto:kcatz@cmu.edu)

# quick tips Curriculum Vitae Samples

## ANNA L. JONES

(222) 333-4444 | anna.jones@gmail.com

### EDUCATION

**Carnegie Mellon University**, Pittsburgh, PA Anticipated May 2016  
 B.S. in Psychology  
 Concentration: Clinical/Counseling Psychology

**University of Houston**, Houston, TX Fall 2012 – Spring 2013  
 B.S. in Psychology (30 credits)

### RELEVANT COURSEWORK

- Principles of Child Development
- Social Psychology
- Abnormal Psychology
- Research Methods in Social Psychology
- Introduction to Probability and Statistics
- Experimental Design for Behavioral and Social Sciences
- Research Methods in Experimental Psychology
- Internship in Clinical Psychology

### HONORS AND AWARDS

**Senior Leadership Recognition** April 2016  
 Office of Student Activities, Carnegie Mellon University

**Rho Lambda Honor Society** Member since Nov. 2014  
 Zeta Kappa Chapter, Carnegie Mellon University

**Psi Chi International Honors Society in Psychology** Member since Oct. 2014  
 Department of Psychology, Carnegie Mellon University

**Dean's List and Dean's List with Honors** Fall 2012 & Spring 2013  
 University of Houston Fall 2013  
 Carnegie Mellon University

### RESEARCH EXPERIENCE

**Carnegie Mellon University, Department of Psychology**, Pittsburgh, PA  
**Research Assistant**, Behavioral Health Research Lab Jan. 2015 – present  
*Characteristics of Active Smokers* (Principle Investigator: Kasey Creswell, Ph.D.)

- Participants are randomly assigned to complete dynamometer report only, dynamometer report then self-report, self-report then dynamometer report, or self-report only after a six-hour period of abstaining from nicotine and alcohol-based products
- Complete data entry into SPSS from study questionnaires
- Process data from eye tracker task in the study

Research Assistant, Relationships Lab Jan. – Dec. 2014  
*Individual Attitude and Romantic Relationships* (Principle Investigator: Brooke Feeney, Ph.D.)

- The effects of different kinds of perceived touch on stress were investigated
- Participants were randomly assigned to think of perceived physical touch from a partner, perceived emotional support or a printer, followed by a stress-inducing task and a PANAS measure
- Conducted one-hour experimental sessions with 50+ participants
- Completed data entry into SPSS from study questionnaires

**Undergraduate Researcher**, Research Methods in Social Psychology Fall 2015  
*Gender-Based Effects of Self-Affirmation on Comfort with Giving Emotional Support*

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- Based on previous findings of differences in providing emotional vs. instrumental support, the effect of self-affirmation tasks on males giving emotional support was investigated
- Results suggest that when males are affirmed in themselves, they are more comfortable providing emotional support, whereas those who did not receive the self-affirmation task did not see an increase in comfort giving emotional support

## PRESENTATIONS

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**Poster Presentation** December 2015

Undergraduate Research Symposium, Carnegie Mellon University

Title: Gender-Based Effects of Self-Affirmation on Comfort Giving Emotional Support

**Poster Presentation** December 2014

Undergraduate Research Symposium, Carnegie Mellon University

Title: The Effect of Distance on a Child's Ability to Delay Gratification

## RELEVANT WORK EXPERIENCE

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**Carnegie Mellon Housing Services, Pittsburgh, PA** Dec. 2014 – present

Desk Services Assistant

- Provide minimal security for students and families entering dormitory facility
- Maintain records of equipment being checked out for 250+ students
- Communicate with resident assistants regarding any issues within the facility

**The Y in Central Maryland, Parkville Family Center, Parkville, MD** June – August 2015

Camp Secretary

- Acted as a liaison between camp staff and consumer base
- Performed daily administrative tasks (i.e. maintained all camp records, sent weekly newsletters to parents)

## VOLUNTEER EXPERIENCE

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**Matilda Theiss Child Development Center, Pittsburgh, PA** Jan. – May 2015

Student Intern/Volunteer

- Assisted teachers with entertaining nine preschool-aged children at risk for developing psychiatric disorders
- Conducted observations of therapeutic programming for children

**China Odyssey International Exchange Program, Lijiang, China** June – July 2010

Student English Instructor

- Participated in the founding of a campus-based Service League club to provide yearlong outreach to the Lijiang Ethnic Orphan School
- Traveled to China for three weeks to work with translators in order to teach fundamentals in English

## LEADERSHIP ACTIVITIES

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**University Disciplinary Board/Academic Review Board** Aug. 2015 – present

Student Board Member

- Participate in disciplinary boards for student behavioral misconduct and academic violations

**Alpha Phi International Women's Fraternity** Sept. 2013 – present

Chapter President, Iota Sigma Chapter

Nov. 2014 – Nov. 2015

- Led weekly chapter meetings to make announcements and address concerns to a chapter of 90 women
- Managed executive council meetings with officers to discuss organizational issues and chapter-wide events
- Oversaw the general health of a chapter with an annual operating budget of \$40,000+

## SKILLS

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Computer Skills: Proficient with Microsoft Office (Word, PowerPoint, Excel, Publisher), SPSS Statistical Software

Foreign Language: French familiarity