

Curriculum Vitae

Format and Content Description

ADDRESS	NAME	PHONE
EDUCATION	(Include degree, discipline, institution, date of graduation, and advisor.)	
DISSERTATION/THESIS	(Relevant course work can be included as an addendum.)	
LICENSURE	(List credentials and certifications.)	
AREAS OF SPECIALIZATION	(Optional category)	
TEACHING EXPERIENCE	If you have an extensive work history, your c.v. will be easier to read if you organize experiences into appropriate categories such as teaching, research, etc.	
RESEARCH EXPERIENCE	If you have only one experience in teaching, one in research, etc., group all of your work experience into one category, called Work Experience or Professional Experience, etc.	
RELATED EXPERIENCE (i.e., Administrative)		
PUBLICATIONS	(If your publications are numerous, they could comprise a separate addendum. Distinguish between publications in press, submitted, presentations, reports, limited distribution, in review, and in preparation.)	
ACADEMIC SERVICE	(Campus committees and organizations in which you had an actual role.)	
PROFESSIONAL AFFILIATIONS	(Memberships, conferences, etc.)	
RESEARCH GRANTS		
HONORS/AWARDS/DISTINCTIONS		
LANGUAGES	(Indicate fluency)	
REFERENCES	(Generally, list your references by name including their position, institution and phone numbers. Also include the address for requesting your placement file.)	

A curriculum vitae is the name of the resume used by individuals seeking a teaching and/or research position in a postsecondary institution or high-level research industry. Information in all categories should be in reverse chronological order (the most recent data first). In describing your teaching experience, mention your title, the descriptive title of the course (not course number), the department, institution and dates. To clarify, describe briefly your

General Skills	Particular to Graduate Students
Communication Skills	Field Research Skills
General Research Skills	Problem Solving/Analytical/Conceptual Skills
General Research Skills	Managerial Skills
Technical Skills	

responsibilities. Your research experience section should provide the reader with a clear, concise understanding of the nature of your research, instruments or methodology employed and results. A curriculum vitae will usually be two or three pages for a doctoral candidate or recent doctoral recipient.

ROBIN SMITH continued

PUBLICATIONS

Smith R., and M. Jones. 19xx. Biological Projects for Biological Sciences 101. (In-house publication)

PRESENTATIONS

"Expanding Your Horizons" Conference. 19xx. Presented career options in the fields of math and science to young women in high school.

ACADEMIC AND COMMUNITY SERVICE

Coordinator, Rainbow Coalition, Northern California Chapter, 19xx.
Counselor, UC Davis Women's Research and Resource Center.
Counselor, Sexual Assault Center of Yolo County.

PROFESSIONAL AFFILIATIONS

American Association for the Advancement of Science (AAAS).
American Society for Biology (ASB).

HONORS

Outstanding Graduate Student Teaching Award, UC Davis, 19xx.
Dean's List, UC Davis, 19xx - 19xx.

REFERENCES ("Available Upon Request," also acceptable)

Mary T. Jones, Ph.D.
Department of Biology, University of California, Davis, CA 95616 (530) 752-XXXX

Nili B. Sneh, Ph.D.
Department of Biology, University of California, Davis, CA 95616 (530) 752-XXXX

Robert A. Smith, Principal
Sacramento Country Day School, 1234 Bioletti Way, Sacramento, CA 95867 (916) 928-XXXX

Placement file available from Education and Graduate Placement, The Internship and Career Center, Second Floor, South Hall, University of California, Davis, CA 95616, (530) 752-0724.

ROBIN SMITH
1260 Lake Blvd.
Davis, CA 95616
(530) 75x-XXXX
e-mail: rasmith@ucdavis.edu

EDUCATION

M.S. Zoology, University of California, Davis, June 19xx.
B.S. Biology, University of California, Davis, June 19xx.
A.A. Sacramento City College, June 19xx.

California Community College Credential, Biological and Zoological Sciences, 19xx.
Life Science Credential, University of California, Davis, June 19xx.

QUALIFICATION SUMMARY (Optional)

- Five years teaching experience at the postsecondary and secondary levels with students diverse in age, ability and ethnicity.
- Areas of teaching competence include Biology, Advanced Placement Biology, Evolution, Human Physiology, Marine Biology, Family Life and Human Sexuality, among others.
- Experienced in developing course curricula as well as executing field trips, laboratory exercises, and other activities beyond traditional lectures.

TEACHING EXPERIENCE

Instructor, Ohlone Community College, September 19xx - present.
General Biology. Prepared curricula and lectured on the principles of cell biology, animal and plant structure and function. Wrote manual on biological sciences projects. Arranged field trip to Klamath Wildlife Refuge.
Heredity, Evolution and Society 105. Taught contemporary issues in evolution and genetics to non-science majors. Revised curriculum and prepared lab manual.

Teacher/Department Head, Sacramento Country Day School, September 19xx - August 19xx.
Taught advanced placement courses in Biology and Human Physiology to 95% college-bound student body. Developed laboratory resources and participated in design of teacher training and evaluation program.

Teaching Assistant, University of California, Davis, January 19xx - June 19xx.
Solely responsible for lectures, course syllabi, examinations, and final evaluations. Courses included: Principles of Biology (two quarters)
General Zoology and Laboratory (one quarter)

RESEARCH EXPERIENCE (Optional—can combine under "Teaching and Related Experience")

Letters for Your Career Search

COVER LETTERS

Whereas a resume is a document targeted toward a particular type of job, a cover letter establishes personal contact with an employer and highlights your background in relation to a specific position. A cover letter enables you to summarize your pertinent experiences or elaborate on a particular experience relevant to the job.

It also enables you to request an interview. Include a cover letter whenever you mail a resume, and prepare a separate cover letter for each job for which you apply. Do **not** use a form letter even though subsequent letters may require similar wording.

Too many job seekers spend a lot of time on their resumes and little or no time on writing appropriate letters. On average a resume is reviewed for under one minute. A well-written cover letter often dictates whether your resume is carefully reviewed. You have a brief amount of space to tell prospective employers as much about you and your qualifications as possible. Do not waste this opportunity by sending a letter that is carelessly written, boring, or a form letter.

A cover letter should emphasize what makes you a strong candidate for the position. Before you compose your letter, make a list of the top ten skills needed to be effective in this position (the job announcement and your general knowledge of the industry are your sources for this information). Next, prioritize this list and narrow it to the three to four skills which you can demonstrate through your background, education, and experience.

- Print each letter individually on good quality paper.
- Use a business correspondence format as shown in the examples that follow.
- Include your name, complete address, and telephone number on the face of the letter.
- Date the letter.
- Put the addressee's name and title, company name, and complete address on the face of the letter exactly the way you put them on the envelope.
- Sign the letter!

Letter samples begin on page 33.

Cover Letter Format and Content Description

Name (optional)
Return Address
City, State, ZIP
Telephone with area code

Date

Ms./Mr. Employer, Director
ABC Corporation
1000 Main Street
Anywhere, USA 00000

Dear Ms./Mr. _____:

FIRST SECTION: State why you are writing, name the position or type of work for which you are applying, and mention how you heard of the position or the organization. Consider a bit of creativity in your opening paragraph to hook the reader. Is there information about the company or at least the industry you could mention—maybe an article you have read? Avoid starting every paragraph with the word "I." End the first paragraph by clearly stating the skills you possess which best qualify you for the position.

SECOND SECTION: Explain why you are interested in working for this employer and specify your reasons for desiring this type of work. If you have had experience, be sure to point out your particular achievements or other qualifications in this field or type of work. Refer the reader to the attached resume without simply restating its content. This is your chance to expand upon your experience and qualifications.

THIRD SECTION: Mention attachments. Have an appropriate closing to pave the way for the interview by asking for an appointment, giving your phone number, or by offering some similar suggestion to facilitate an immediate and favorable reply. Also, indicate how you can be contacted. You want the employer to take some action.

Sincerely,

An appropriate close has four spaces between sincerely and your typed name.
(Do not forget to sign your letter in the space above your typed name.)

Type your name here

Enclosure (refers to your resume)