

Whether you are seeking an academic job or looking for a research position, a well-written CV will enhance your application. This handout presents layout, content and types of CVs. It also lists additional print and online resources that give examples of CVs. In addition, Career Center counselors welcome your questions in individual consultation appointments.

Differences Between CVs and Resumes

- CVs in the U. S. are typically used for PhDs seeking academic or research jobs.
- CVs usually include a comprehensive listing of skills, experience and qualifications.
- Resumes are a shorter version (usually two or fewer pages) of an individual's experience targeted toward a specific job opening.
- Many countries outside of the U.S. also call "resumes" for jobs in fields outside of academia "CVs". (Resources about international/global CVs are listed later in this handout.)

Content and Formatting of a CV

Various academic disciplines may have different preferences for content, length and formatting so it is important to seek feedback from contacts within your field of study. It is best to use a format that is simple, neat and easy to read.

Content Sections May Include:

- Summary or Profile
- Education
- Research Experience
- Teaching Experience
- Honors and Awards
- Presentations
- Professional Memberships/Activities
- University and Department Service (Committees)
- Computer Skills
- Language Skills
- Grant experience
- Dissertation explanation
- Future interests/research
- Publications (typically listed in APA format; however, check for the format in your particular field).
 - In press
 - Under review

Length

CVs are typically two or more pages. More experienced PhDs will typically have longer CVs; however, it is important to get advice from resources in your specific field regarding length. No matter how much experience you have, it is necessary to present the experience that is most relevant to the position opening in a clear and concise format so that it will be easy for the reviewer to read and understand your unique qualifications.

Types of CVs

There are several types of CVs. Like resumes, it is best to select the type of CV that will showcase your skills and meet the needs of your prospective employer. As you read through the types of CVs think which style might showcase your talent most effectively.

- *List CV* – the List CV simply lists experiences grouped by functional areas (i.e., courses taught, research, presentations, publications, etc.)
- *Detailed CV* – a detailed CV gives descriptions to your experiences. It allows you to give some insight into your work, achievements, and contributions to the organizations to which you are affiliated.
- *Combination CV* – as with many resumes, one format may not allow you to truly showcase your work in the best light. A combination CV allows you to use the best of both the list and detailed format to highlight your work.

Carefully choose which type of CV to use. It should be noted that for the academic job search, a detailed resume might also prove useful. In addition, for certain higher level jobs outside academia, you may want to use the combination CV. Again, solicit feedback from mentors in your field before making your final decision.

CV Format/Composition

- Know your audience
- Describe experiences to illustrate marketable skills
- Highlight results and accomplishments – not just tasks
- Quantify and qualify
- Break up long sentences
- Be consistent
- *Absolutely no mistakes allowed* – Proofread!
- Importance is shown by order (top to bottom, left to right)
- Use text formatting to make information easy to find (i.e., bold, underlines, bullets), but do not overdo it

- Use resume quality paper (be conservative and avoid marble or specked paper)
- Use a high quality laser printer
- Do not fold your CV when mailing it

Other CV Resources

Best Career Links for Johns Hopkins Graduate Students

www.jhu.edu/careers/links/phd.html

- This list links to CV resources as well as other tips for PhD students.

JobStar CV Help

www.jobstar.org/tools/resume/res-cv.cfm

- Curriculum Vitae Sample Outlines

The Woodrow Wilson National Fellowship Foundation

www.woodrow.org/phd/Career/tips.html

- Programs are geared primarily for Humanities PhDs.
- Site also lists Practicum Grants, Mentoring and Career Tips

Re-envisioning the PhD -Obtaining Employment

www.grad.washington.edu/envision/phd/employment_index.html

The Chronicle of Higher Education - Career Network

Library and CV Doctor

<http://chronicle.com/jobs/>

Books in the Career Center Library

Stop by to review these books in the Career Center (3rd Floor, Garland Hall). Copies can be made at no charge.

Academic CVs

- Developing a Professional Vita or Resume, Carl McDaniels, J.G. Ferguson Publishing Company, Chicago, Illinois 1997
- How to Prepare Your Curriculum Vitae, Acy Jackson, VGM Career Horizons, Lincolnwood, Illinois 1997
- The Academic Job Search Handbook, Mary Morris Heiberger, Julia Miller Vick, University of Pennsylvania Press, Philadelphia, Pennsylvania, 2001

International CVs

- Best Resumes and CVs for International Jobs, Ronald Kranich, Wendy Enelow, Impact Publications, Manassas Park, Virginia, 2002
- The Global Resume and CV Guide, Mary Anne Thompson, John Wiley & Sons, Inc, New York, 2000

How Can the Career Center Help?

The Career Center can be a resource for you as you develop your vitae. You may schedule an appointment with a counselor to have your vitae critiqued, and you have access to many resources targeted to CV development. The Career Center's resources also go beyond CV development. The Career Center offers workshops and individual appointments to assist you with your academic or non-academic job search and much more.

Please visit our website at www.jhu.edu/careers/students/grad.html to see what we have to offer. Individual advising for full-time Arts and Sciences and Engineering students is available with JHU career counselors at the Career Center, Garland Hall 3rd Floor. To schedule an appointment call 410-516-8056. Career counseling appointments are completely confidential. Likewise, all participation in On-Campus Recruiting and other job search services is also confidential.

SAMPLE CV #1

FELICITY KAY PRESLEY

410-516-8857

149 Shetland Circle
Baltimore, MD 21125
410-785-5528
fapresley@aol.com

School of Public Health
Johns Hopkins University
3400 N. Charles Street
Baltimore, MD 21218

EDUCATION

Ph. D. Microbiology, May 2003, Johns Hopkins University, Baltimore, MD
Dissertation: Pathogenesis of Ebola Virus: evolution of B factor in Ebola

B.A., Biology, May 1997, University of Virginia, Charlottesville, VA
Honors: Phi Beta Kappa, Award for Excellence in Scholarship and Service

RESEARCH EXPERIENCE

Graduate Student, **Johns Hopkins University**, Baltimore, MD (9/98 – 5/03)
Studied pathogenesis of Ebola virus using the following techniques and reagents:
BL-1 and BL-2 viruses and viral vectors, liposomes.
Real-time (quantitative) PCR
Sterile culture of cell lines
Gradient centrifugation
SDS-PAGE and Western Blotting

Graduate Research Assistant, **National Institutes of Health**, Bethesda, MD (5/98 – 9/98)
Explored the effects of vamiiflexin on respiratory viruses using the following techniques:
Cloning
RNA isolation
Bacterial culture
Sterile culture of cell lines

Howard Hughes Summer Research Fellow, **Massachusetts Institute of Technology**, Cambridge, MA (5/97 – 8/97)
Explored the mechanical mechanisms of microbial pathogenesis using the following techniques:
Proteome and genome profiling
Identifying key stage specific regulators
Mechanistic evaluation of early signs of invasion

Howard Hughes Summer Research Fellow, **Massachusetts Institute of Technology**, Cambridge, MA (5/96 – 8/96)
Explored the functions of lipopolysaccharide (LPS) and how it mutates into LPS-rough using the following techniques:
Viro uptake assays
2 – D gel electrophoresis
capillary liquid chromatography-tandem mass spectrometry

SAMPLE CV #1 (CONTINUED)

TEACHING EXPERIENCE

Johns Hopkins University (8/97-present)

- Medical Microbiology Lab
- Seminar in Research for Microbiology
- Survey in Microbiology
- Molecular Microbiology and Immunology

PUBLICATIONS

Presley, F., co-author, co-author. 2003. "The evolution of B factor in Ebola." *Journal of Virology*.

Presley, F., co-author, co-author, co-author. 2002. "The many mechanisms of viral fusion in proteins." *Current Topics in Immunology*.

PRESENTATIONS

Infectious Disease Research Today, Baltimore, MD 2003

American Association of Virology Meeting, Lexington, KY 2003

Microbiology Society of America National Meeting, New York, 2002

Graduate Biosciences Society Symposium, Poster Session, Baltimore, MD 2002

National Association for Minorities in Science, Orlando, FL 2001

Graduate Biosciences Society Symposium, Baltimore, MD 2000

COMPUTER SKILLS

Excel, Access, PowerPoint, Word, Photoshop, Windows, Mac

LANGUAGES

Conversational Spanish and Catalan

SAMPLE CV #2

STEPHEN RICHARD , Ph.D.

Harvard University
Department of Biostatistics
219 Commonwealth Avenue
Fax: ###-###-####
Tel: ###-###-####
srichard@harvard.edu

EMPLOYMENT

2005 – Associate Professor of Biostatistics
Harvard University, Department of Biostatistics

2000 – 2005 Assistant Professor of Biostatistics
Johns Hopkins University Bloomberg School of Public Health

EDUCATION

1998 – 2000 Postdoctoral Fellow in Preventive Medicine
Harvard Medical School
1995 – 1998 Doctor of Philosophy in Epidemiology
University of South Carolina
1993 – 1995 Master of Public Health
University of South Carolina
1989 – 1993 Bachelor of Science
University of South Florida

GRANTS, ACTIVE

2003 – 2008 Co-Principal Investigator, “Kidney disease in children data management and analysis center,”
NIDDK U01-DK06

2000 – 2007 Investigator, “Women’s interagency HIV study data management and analysis center,”
NIAID U01-AI4

GRANTS, COMPLETED

2000 – 2002 Principal Investigator, “Biostatistical and epidemiologic core,” Jaeb Center for Health
Research,” NIAPO R01-FRIE234

1998 – 2000 Investigator, “Observational aspirin use and CVD in the physician’s health study,”
NHLBI R03-HL58

TEACHING

2005- Instructor, Erasmus University Summer Institute
2004- Instructor, Pompeu Fabra University Fall Institute
2002- Lecturer, Advanced cohort studies, Harvard University
2001- Lecturer, Epidemiology doctoral seminars, Harvard University

SAMPLE CV #2 (CONTINUED)

PROFESSIONAL ACTIVITIES

2005- present Harvard School of Public Health Committee on Academic Standards
2005- present Society for Epidemiologic Research Student Research Workshop
2003- 2004 Statistical Analysis System version 9 advance user (i.e., beta-tester)
2000- present American Statistical Association
1995- present Society for Epidemiologic Research

AWARDS

2005- Society for Biostatistics poster prize
1998- University of South Carolina outstanding dissertation prize
1996-1998 University of South Florida graduate council fellowship
1995- Delta Omega public health honor society

SEMINARS

2006- University of South Carolina
2004- University of Arizona
2002- University of Berkley
2000- Department of Mental Hygiene, State Department of Washington

PUBLICATIONS

1. Co-author, **Richards S.** Methodological contributions to the ... American Journal of Epidemiology 2004; 160: 197-8.
2. **Richards S.** Co-author. Effect of ... structural nested model. Contemporary Clinical Trials 2005; 26: 300-10.
3. **etc. ...**