

How to Prepare a CV for Graduate School



Résumé vs. Curriculum Vitae



To summarize your education, job experiences, and skills--use a **résumé** (usually 1 page)



A **curriculum vitae (CV)** is used for academic positions or research roles to show credentials, achievements, or any other experience relevant to your goal (anywhere from 2-100 pp.)



START with your résumé to build your **CV**

General Tips for CV

A CV is an unfinished document and a life-long companion. You will need to revise as your jobs, roles, and experiences change.

There's no ONE format. Be consistent in punctuation, type, font, lay-out.

A CV needs to be an easy and quick read. Sentence fragments are okay!

Use underline/bold to highlight skills & experiences. Avoid capitalizing entire words. Avoid italics.

Avoid nicknames, emojis, photos, identifiers *like religion, politics, nationality, race, gender, marital status, etc.*

Avoid references to high school (*exceptions: related to your goal, extraordinary experiences*)

FORMAT for CV

- Name & contact info
- Education (school, degree, conferral date, GPA)
- Research
- Presentations
- Publications
- Honors
- Work, Volunteer, Leadership, Global Experiences
- Professional Memberships
- Skills
- References, when appropriate

Formatting Name & Education

Hendrix Student
1600 Washington Avenue
Conway, AR 72032
501-555-1234 HendrixUR@hendrix.edu

Education

Hendrix College, Conway, Arkansas

Anticipated May 2022

Bachelor of Arts, Biology, Spanish minor

GPA: 3.7

--Dean's List, Departmental thesis (title and advisors), University of study
abroad program (or under 'global experiences')

How should I describe my research experiences?

- Use short descriptions that focus on field-related content
 - Describe the research
 - Describe the methods used
 - Use action words
(*developed, identified, maintained, observed, processed, synthesized, tested, quantified, verified*)

School, Department, Date, Advisors, Brief Description



Research Citation Example

Schurko Laboratory, Hendrix College, Conway AR

Lab Intern, May 2021-present

Title of Project or Area of Research

Advisors: (List professor(s) and department(s))

Performed collections, engineered probiotics, processed molecular lab research, developed methods, and analyzed data.

Publication Example

Trollope's Apollo
Dr. Abraham Smith, Supervisor
Classics Department, University of Iowa

Summer 2012

Conducted reception studies research on the Victorian novel *The Claverings*, wrote and published explanatory glosses on the Trollope's Apollo website: www.trollope-apollo.com

Work Experience on the CV

Residence Life, Hendrix College, Conway AR August '21-May '22

Served as a Resident Assistant, assessed and responded to the needs of 15 residents, planned and implemented events, upheld college policies and promoted community, selected to serve on the Fall Training Committee

Summer Research Assistant, National Science Foundation, Research Experience for Undergraduates at Columbia University. Dr. Abraham Moses, Mentor Supervisor. Worked on molecular and behavioral aspects of fungal mutualisms. June 2019

Work Experience--Example

Arkansas Supreme Court, Deputy Clerk, Little Rock, AR

September 2019-August 2021

Processed appellate records and reviewed them for compliance with appellate rules and procedure; provided general information to callers and directed them to appropriate resources; relayed messages and assisted judges, lawyers, litigants, and the public

Examples

Morgan Stanley Smith Barney Internship; Hot Springs, AR

Summer 2010

Evelyn Smith, Supervisor

Assisted supervisor with daily tasks, attended meetings with clients, created marketing letter for an employee stock ownership plan (ESOP) to send out to supervisor's clients

The Sanisera Field School; Menorca, Spain

June 2013

Dr. Henry Jones, Field Supervisor

Field school run by the Ecomuseu Cap de Cavalleria; excavated at the Late Antiquity Roman city of Sanisera and adjoining necropolis; classified artifacts and learned basic care techniques for artifacts

Leadership & Service on the CV

Speaker for Sally Ride Science Festival for 5th through 8th grade girls, UC-Irvine. “We Otter Clean It Up: Protecting Sea Otters and Their Ecosystems from Oil Spills” June 24, 2019

Volunteer Action Committee, Hendrix College Fall 2018-present

Serve on the executive committee to lead student service projects in the community each Saturday during the academic year

Examples

Dean of Students' Annual Civil Rights Trip Fall 2010
Traveled to sites that were central to the movement in the South, reliving the fight for civil rights physically while discussing the importance the movement has on our lives today.

Explorations Peer Mentor Fall 2012
Selected by faculty to assist in teaching Explorations, an introductory class designed to ease anxiety and create an understanding of liberal arts education for Hendrix freshmen.

Professional Membership

- American Physician Scientist Association (2020-present)
 - Girls Who Code, Columbia University (2019)
 - Botanical Society of America (2018-present)
- *If you don't have any relevant memberships, don't worry! You will gain access to those as you pursue your career path. You can leave this section off your CV.*

Skills on the CV

List your skills in the lab, field, data analysis, language

- Laboratory skills: DNA sequenceing, Q-PCR, Genetic Engineering
- Medical skills: Certified Scribe, Mental Health First Aid, CPR
- Technical skills: Microsoft Access, Excel, Word, C, R, SQL
- Languages: Spanish (fluent) Chinese (proficient)

References

REFERENCES

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