

Writing a Curriculum Vitae

Curriculum Vitae vs. Resume

A resume is a 1-2 page brief summary of education and experience used to demonstrate qualifications for a position or type of position.

A curriculum vitae (CV) is a 3 or more page detailed biographical statement emphasizing qualifications and professional activities in detail.

A CV is used for advanced positions in research and higher education and may be used for other positions when requested. For most job seekers, a resume is all that you will need. However, it may be useful to develop a CV as you further your education and achieve professional accomplishments.

Why a Curriculum Vitae

Besides using your CV to get a job upon graduation, it can also be used in other ways:

1. A supporting document to included when submitting a grant or funding proposal
2. A requirement for an annual review with your employer
3. A requirement for membership to a professional society
4. A requirement for applying to medical school
5. A background statement to be used to develop an introduction for a professional presentation at a conference or meeting

Content Areas of a Curriculum Vitae

Below is a list of typical elements 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.

- Complete contact information
- Professional, career, or research objective
- Education
- Thesis or dissertation title and advisor
- Research experience
- Work experience
- Teaching experience
- Publications and presentations
- Professional licenses and certifications
- Awards, honors, and patents
- Grants and fellowships
- Computational, laboratory, and language skills
- Professional memberships
- Extracurricular activities and leadership
- References

LARRY LABORATORY

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OBJECTIVE

A full-time research and development position in molecular biology

EDUCATION

Carnegie Mellon University, Pittsburgh, PA
Ph.D. in Molecular Biology, May 2010

Ohio State University, Columbus, OH
M.S. in Molecular Biology, May 2006
B.S. in Molecular Biology, May 2004

SKILLS

Specialties

Gene expression regulation, gene therapy/viral vectors, transgenic mouse/knockout experiments.

Laboratory

Molecular: DNA cloning, PCR, Sequencing, Northern and Southern hybridization, HPLC. Cellular: tissue culture. Dissections: particularly rat brain.

Computational

Programming: C++, Perl, Pascal, C, Basic, HTML
Operating Systems: UNIX, DOS, MS Windows, Macintosh
Software: Microsoft Word, Excel, Access, PowerPoint

RESEARCH EXPERIENCE

Graduate Research Assistant, Carnegie Mellon, Pittsburgh, PA
2006 – Present

Molecular and Cellular Biology of Aging and Neurodegenerative Diseases Microglia Immunopathogenesis

- Found that balance status between the protective and destructive roles of immune reaction in the brain might be the key to aging and neurodegenerative diseases, through theoretical studies.
- Developed dissertation project that explored how neuroendocrine and neurotrophic factors might affect the balance status mentioned above, thus providing therapeutic clues for age-related neuronal disorders.

RESEARCH EXPERIENCE (continued)

GFAP Gene Expression Regulation

- Designed a viral vector, a plasmid-based defective Herpes Simplex Virus, vector, for direct in vivo gene transfer of the fusion gene of GFAP promoter fragments and LacZ reporter gene into rat brain in the in vivo study of GFAP gene regulation, thus over came the necessity of cell transplantation.

Other

- Participated in the PCR cloning of human and rat probe templates of the complement component C1q-B chain, for the study of complement expression in aged and Alzheimer's brains.

Molecular Basis of Retroviral Oncogenesis

- Found a unified recombination site between exogenous feLV genome and endogenous proviral elements by PCR and sequencing of multiple clones of experimentally induced lymphoma samples, as well as other tissue samples. Resulted in publication.
- Explored the integration site of exogenous feLV into host genome by Southern Hybridization, subgenomic library studies, and inverse PCR.

Molecular Genetics of Mammalian Central Nervous System

- Performed theoretical studies of genes that have implicated roles in mammalian brain, especially forebrain development, including homeobox genes and related gene families such as Pox, POU, and Pax.
- Designed theoretical project that conducts functional analysis by targeted gene disruption of the mouse homeobox genes Emx1/Emx2, whose embryonic temporal-spatial expression patterns highly correlate to cerebral cortex development.

Human Genetics

- Participated in the search for hot spot, recombination potentiating sequences, by molecular screening, enrichment, and PCR cloning.

Prokaryotic Molecular Biology

- Constructed a recombinant plasmid

Undergraduate Research Assistant, Medical Sciences, Ohio State University, Columbus, OH

2004 – 2006

Immunology

- Participated in the purification of a low molecular weight B cell growth factor (BCGF) by high performance liquid chromatography (HPLC) for the study of expression and regulation of BCGF receptors on human B cells in normal and abnormal states.

TEACHING EXPERIENCE

Teaching Assistant, Ohio State University, Columbus, OH
2004 - 2006

- Developed instructional plans and taught undergraduate level laboratory courses In immunology, human anatomy, and microbiology

PUBLICATIONS

Association of Chimeric Feline Leukemia Viruses in Experimentally Induced Thymic Lymphosarcomas, K. Robertson, R. Pandey, **L. Laboratory**, and P.Roy-Burman, 2009.

"Corticosterone Modulates the Expression of the Rat Glial Fibrillary Acidic Protein and Its Promoter Activity in the C6 Glioma," Abstracts for Society for Neuroscience 562.13, 22nd Annual Meeting, October 1993, Anaheim, California, C.J. Huang, N.J. Laping, **L. Laboratory**, D. Morgan, C.E. Finch, 2008.

MEMBERSHIPS

- American Association for the Advancement of Science
- American Institute of Biological Sciences
- Federation of American Societies for Experimental Biology

REFERENCES

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ROBERT BRADLEY MANN

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EDUCATION

University of Illinois at Urbana-Champaign, Champaign IL

PhD in U.S. History, May 2010

Dissertation: "Consuming War, 1890-1925" – A history of the depiction of war in photography and early cinema in the United States.

Committee: John Smith (chair), Michael Harris, Katherine Catz, Steven Gray

Areas of Concentration: U.S. Culture since 1880; Social History: Nineteenth-Century America; 19th and 20th Century World History.

University of Illinois at Urbana-Champaign, Champaign IL

MA in U.S. History, May 2003

Thesis: "Public Roads, Private Profit: The Lincoln Highway Association, 1913-1927"

University of Georgia, Athens, GA, *Magna cum laude*

BA in History, May 2001

TEACHING EXPERIENCE

2009 Instructor, "U.S. History, 1800-1900," Millikan University, Decatur, IL

2008 Instructor, "History of Film", University of Illinois

2007-2008 Instructor, "U.S. History, 1800-1900," University of Illinois

2006 Instructor, "America in Western Civilization 1," University of Illinois

2005 Teaching Assistant, "America in Western Civilization 1," University of Illinois

2004 Teaching Assistant (Shakespeare 1 and 2), University of Georgia

PUBLICATIONS

"Icon of Real War" *A Harvest of Death* and American War Photography," *Velvet Light Trap: A Critical Journal of Film and Television*, No.45 (Spring 2009), 4-19.

"Asymmetric Threats, Information Warfare, and *Posse Comitatus*," presented at "Between the Global and Local, Making Human Rights Claims in the Twentieth Century," University of Wisconsin Joint Center for International Studies at Milwaukee and Madison, April 2009

"Conference Report on 'The Next Social History: 'Practicing Space, Time and Place,'" (with C. Carlton, et al.) *American History Perspectives* 36:8 (November 2008), 47-49.

CONFERENCES AND WORKSHOPS

- "Threat Perception in Information Warfare," (with Michael Greg), presented at the Sawyer Seminar Spring Conference, Moral and Political Economies of Computer Cultures, Chicago, April 2009.
- "If the Militarists Want Realism, We Will Give It to Them" Rethinking War Correspondence in the Twentieth Century, presented at the Annual Meeting of the American Studies Association, Montreal, October 2008.
- "A Harvest of Death: Civil War Iconography on Stage, Page, and Screen," presented at the Annual Meeting of the American Studies Association, Seattle, November 2007.

HONORS AND AWARDS

- Graduate College Dissertation Fellowship, 2008
- Teaching Excellence Awards, Department of History, University of Illinois, 2008
- MacArthur Research Fellowship, Center for the Advanced Study of Peace and International Cooperation, 2008
- University of Illinois University Fellowship, 2007
- Teagle Foundation Graduate Fellowship, 2007
- CASPIC Summer Research Award, 2006
- University of Illinois Travel Grant, 2006
- Arthur Mann Summer Research Award, 2005
- Mellon Foundation Summer Research Grant, 2005
- Phi Beta Kappa, University of Georgia, 2000
- Undergraduate Teaching Fellowship, University of Georgia, 2000

ACTIVITIES

- Conference Co-organizer, “The Next Social History: Practicing Space, Time and Place,” University of Illinois, 2009
- Student representative, US/International History faculty search committee, 2008
- Administrator, graduate student electronic discussion list, 2007
- Assistant conference organizer, “American Privacies,” University of Illinois, 2007
- Member: American Historical Association, Organization of American Historians, American Studies 2007 Association, Society for Cinema Studies, 2006

RESEARCH INTERESTS

U.S. cultural history	Technology and culture
History of photography	Early cinema
Visual culture	War and memory
Violence and representation	Human rights

LANGUAGE SKILLS

French: strong speaking and reading knowledge
German: basic reading knowledge

REFERENCES

Professor John Smith, Chair, History, University of Illinois, 1224 Park Street, Champaign, Illinois 61820 (217) 351-1234, jsmith@uiuc.edu

Professor Robert Burns, American History, University Of Illinois, 321 North Street, Champaign, Illinois 61820 (217) 351-3322, rburns@uiuc.edu

Professor Katherine Catz, Art History, University of Illinois, 222 South Street, Champaign, Illinois 61820 (217) 351-4444, kcatz@uiuc.edu