

Resume to CV Worksheet

Overview

Also called a CV or vita, the curriculum vitae is, as its name suggests, an overview of your life's accomplishments, most specifically those that are relevant to the academic realm. In the United States, the curriculum vitae is used almost exclusively when one is pursuing an academic job. The curriculum vitae is a living document, which will reflect the developments in a scholar/teacher's career, and thus should be updated frequently.

Transferable skills

- **Critical Thinking/Problem Solving:** Use reasoning to analyze issues, make decisions, and overcome problems. Obtain, interpret, and use knowledge, facts, and data in this process, and may demonstrate originality and inventiveness.
- **Oral/Written Communications:** Articulate thoughts and ideas clearly and effectively in written and oral forms to persons inside and outside of the organization. Excellent public speaking skills; and can write/edit memos, letters, and complex technical reports clearly and effectively.
- **Teamwork/Collaboration:** Build collaborative relationships with colleagues and customers representing diverse cultures, races, ages, genders, religions, lifestyles, and viewpoints
- **Information Technology Application:** Select and use appropriate technology to accomplish a given task.
- **Leadership:** Leverage the strengths of others to achieve common goals, and use interpersonal skills to coach and develop others. The individual is able to assess and manage his/her emotions and those of others; use empathetic skills to guide and motivate; and organize, prioritize, and delegate work.
- **Professionalism/Work Ethic:** Demonstrate personal accountability and effective work habits, e.g., punctuality, working productively with others, and time workload management, and understand the impact of non-verbal communication on professional work image. The individual demonstrates integrity and ethical behavior, acts

List transferable skills:

What to include in your CV

- Personal Information (Heading)
- Educational History
- Professional Experience- All teaching or research positions
- Research Experience-
- Memberships- List all national, state, local professional orgs
- Publications-include full citations of your research articles, chapters, etc.
- Research and TA experience
- *References – Always go on a separate sheet
- **Do not include** Personal information that is irrelevant to the position
- **Do not include** Age, sex, sexual orientation, marital status, race & religious beliefs
- **Do not include** If you are an international student. You should not include your Visa status unless you have permanent residence

Useful Tips



- *Begin by brainstorming a list of relevant experiences*
- *What qualifies you for the position you want?*
- *What distinguishes you from other applicants?*
- *Be detailed, quantify your experience and showcase your skills learned throughout your program*
- *Don't use colored text that is hard to read or insert pictures*
- *Use bullet points*
- *List your experience in reverse chronological order (starting with most recent)*
- *Use action words!*

CV Section Examples

- Educational History
- Professional Experience- All teaching or research positions
- Extracurricular Activities
- Research Experience
- Memberships- List all national, state, local professional orgs
- Publications-include full citations of your research articles, chapters, etc.
- Research Awards & Grants
- Community Engagement
- Honors
- Technical Skills
- Language Skills
- Internships
- Certifications
- Licensures
- Research Grants
- Fellowships
- Current Research Interests
- Thesis / Dissertation
- *References – Always go on a separate sheet

CV Examples

Sara Miller
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EDUCATION
PhD, University of Illinois, expected December 2010
Department of Physics

MS, University of Southern California, June 2004
Department of Electrical Engineering/Electrophysics

BS, University of Illinois, Urbana-Champaign, May 2001
Department of Electrical Engineering

RESEARCH EXPERIENCE
Research Assistant, Department of Physics, University of Illinois, 2007-Present
Conducted experiments using image processing of digital video, total internal reflection microscopy, and optical tweezers to probe interactions in colloidal systems. Developed computer model to investigate the effects of rotational hindrance on the static and dynamic behavior of single-stranded polymers and DNA.

Researcher, Technology Transactions, Champaign, IL, 2005-Present
Researched models for technology forecasting, including new predator-prey models for predicting adoption of new technologies.

Project Specialist, North American Container Company, Chicago, IL, 2004-Present
Worked on production issues involving heat transfer in polymers and adhesion and wetting on polymer surfaces.

Intern, Parabola Development Corporation, Chicago, IL, 2004-2005
Researched the existing technology and current patent status of a particular biotechnology market.

Research Assistant, Department of Physics, University of Illinois, 2005-Present
Assisted in construction of instruments for launch on the Cassini and ARGAS spacecraft for analysis of orbital and interplanetary debris. Re-analyzed data from mission to Halley's comet. Assisted in design of instrument for measuring solar neutrons in upcoming NASA mission.

Research Assistant, Department of Electrical Engineering/Electrophysics, University of Southern California, 2002-2004
Constructed gyrotron for experiments on high power microwave generation. Did modeling of mode interaction in a two-mode gyrotron oscillator.

TEACHING EXPERIENCE
Teaching Assistant, Department of Physics, University of Illinois
Led discussions in classes on introductory Material Sciences, 2007-2009
Led discussions in classes on introductory and intermediate Classical and Statistical Mechanics, 2006-2007

Teaching Assistant, Department of Electrical Engineering/Electrophysics
University of Southern California, 2002-2004
Led discussions in introductory and intermediate classes on Electromagnetism

AWARDS
Outstanding Departmental Teaching Assistant, Electrical Engineering Department, University of Southern California, 2004
Runner-Up in University of Southern California University-wide Teaching Assistant of the Year Award, 2003

PUBLICATIONS AND PATENTS
S.P. Miller, A.T. White, "Conserved Linking in Single- and Double-Stranded Polymers," accepted for publication in the *Journal of Chemical Physics*.
Patent pending on new surface-coating technology for improved product outgassing from plastic containers.
H.A. Fanner, S.P. Miller, "Mode Interaction Through Amplitudes and Phases in a Two-Mode Gyrotron Oscillator," *IEEE Transaction on Plasma Science* 20, 139 (2009).

PROFESSIONAL MEMBERSHIPS
Institute of Electrical and Electronics Engineers
American Physical Society
Sigma Xi

LANGUAGES
Proficient in Polish

REFERENCES
Wilbur Henneberger, Assoc. Prof. of Physics
University of Illinois at Urbana-Champaign
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Gary Davidson, Professor of Physics
University of Illinois at Urbana-Champaign
(217) 333-4321, Davidson@uiuc.edu

Frank Cheney, Project Manager,
North American Container Company, Elk Grove Village, IL
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