WHAT IS A CV?

The term "curriculum vitae" comes from the Latin Curriculum (course) and Vitae (life): The course of one's life. A Curriculum Vitae (CV) resembles a résumé in many ways, but is more specifically focused on academic achievements.

ELEMENTS OF A CV

CVs are frequently longer than résumés since the emphasis is on completeness rather than brevity. While there is no single correct format or style for writing a CV, the following information is generally included:

EDUCATION TRAVEL

Include names of countries, dates and purpose of travel.

GRANTS RECEIVED

Include name of grant, name of granting agency, date received and title or purpose of research project, etc.

PUBLICATIONS

Give bibliographic citations for articles, chapters, research, and reports of publications that you have authored or coauthored.

RESEARCH

Description of research projects recently conducted or in progress. Include type of research and brief description of the purpose.

COMMUNITY INVOLVEMENT

List relevant volunteer work and involvement with community service organizations. Include brief description and dates.

PROFESSIONAL ASSOCIATIONS

List memberships in professional and student organizations. Include appointments/positions/ committees in these associations.

HONORS AND AWARDS

List scholarships, fellowships, assistantships, scholastic honors, teaching or research awards, and include dates.

RELEVANT EXPERIENCE

List related positions. Include organization name, city/state, position title, dates employed and bulleted accomplishment(s).

Sample CV Document
https://shorturl.at/svGV0

UTEP UNIVERSITY CAREER CENTER

GRAD PAYDIRT PETE

El Paso, TX (Willing to Relocate) | (915) 747-0000 | gradpaypete@miners.utep.edu | in/paydirtpete

EDUCATION

Master of Science in Mechanical Engineering — Anticipated: May 20XX
The University of Texas at El Paso (UTEP) — GPA: 4.0/4.0
Thesis: Three Dimensional Finite Element Model for Residual Stresses in Parts Manufactured by SLM and EBM

Bachelor of Science in Mechanical Engineering — Awarded: May 20XX
The University of Texas at El Paso (UTEP) — GPA: 3.8/4.0

RESEARCH EXPERIENCE

UTEP W.M. Keck Center for 3D Innovation — El Paso, TX
Graduate Research Assistant — June 20XX-May 20XX
- Developed manufacturing methods and operation of 3-D product designs
- Performed maintenance, repair, and operations on Arcam A2 in Electron Beam Meting additive manufacturing and powder recovery system
- Oversaw 3 undergraduate students in the design and exaction of experiments in binder jetting, electron beam melting (EBM), and selective laser melting (SLM) additive manufacturing projects

LEADERSHIP AND INVOLVEMENT

Tau Beta Pi — El Paso, TX
UTEP Chapter President — Fall 20XX-Present
- Coordinate fundraising and sponsorship donations of over $2,000 in a year
- Led efforts to develop semester long calendar and organization events

RELATED EXPERIENCE

Freeport McMoran Copper & Gold — Elizabeth, NJ
Mechanical Engineer Intern — May 20XX-July 20XX
- Performed installation, operation, and maintenance of emission monitoring instruments and testing equipment
- Created reports on sampling and data gathered from operations, to improve efficiencies of specific project developments
- Assisted in layout and design of special projects with a team of 2 interns

PROFESSIONAL AFFILIATIONS

American Society of Mechanical Engineers (ASME) member, October 20XX-Present
American Institute of Aerospace and Astronautics, UTEP Chapter, 20XX
Society of Hispanic Professional Engineers (SHPE) member, April 20XX-Present

CERTIFICATIONS

Engineer in Training (EIT) Certified — October 20XX
DevOps Engineer Coursera Career Academy — July 20XX

SKILLS

Proficient in Solid Works, Siemens NX, Mathematica, Matlab, MS Excel, Word, & PowerPoint
Familiar with Arduino, AutoCAD, Adams, Nastran, & Fluent
Bilingual in Spanish & English

CV TIPS

1. **Use a Clean and Professional Layout**
   - **Consistency:** Maintain consistent formatting (ie. TX or Texas) throughout the document. Use the same font type, size, and style for headings and body text.
   - **Font Choice**: Choose easy-to-read fonts like Arial, Calibri, or Times New Roman. Keep font sizes between 10-12 points for body text and 14-16 points for headings.
2. **Organize Sections Clearly**
   - **Headings**: Use clear, bold headings for each section (e.g., Education, Experience, Skills, Achievements). This helps recruiters quickly find relevant information.
   - **Bullet Points:** Use bullet points to list details under each section. This makes information easier to scan and more visually appealing.
   - **Order**: Arrange sections in a logical order, typically starting with Education, followed by Research, Experience, Skills, and additional sections like Achievements or Certifications.
3. **Highlight Key Information with Formatting**
   - **Bold & Capitalization**: Use bold text for section headings and your name. Use capitalization consistently, especially for headings and key terms.
   - **Whitespace**: Incorporate whitespace effectively. Don't overcrowd the CV; allow for breathing room between sections and bullet points to enhance readability.
4. **Your Dissertation:**
   - Include a brief clear summary of your thesis topic in the Education section and write "(See Abstract Attached)".
   - A one- or two- page abstract of your thesis at the end of your CV is optional but recommended. In this attachment, concisely summarize your thesis work placing it within its scholarly context and noting its contribution to the field.