



Tips on Developing Your Curriculum Vitae

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Curriculum Vitae vs. Resume

- Depending on the type of job you apply for, you will need to create a curriculum vitae (CV) or a resume.
- Both documents put your qualification in writing, but they are used for different audiences and use a different format.

RESUME

vs

CV

Emphasizes skills.
Used to apply for jobs in industry.
Catch the eye of a recruiter.

Purpose

Emphasizes accomplishments.
Used to apply for academic positions, grants, and fellowships.

Summary of skills and experiences relevant to the position.

Content

Comprehensive list of academic and professional experience.

1-3 pages depending on requirements and experience.

Length

No restrictions.

CV: Core Sections

- Contact Information
- Education
- Experience
- Publications
- Presentations/Seminars
- Awards/Honors/Fellowships/Grants
- Professional Training
- Professional Society Affiliations
- University/Department/Professional Service

Contact Information

- Full name, affiliation, address, telephone number, and email address should appear at the top of your CV.
- List an URL if you have one (e.g., a professional website or a LinkedIn page).
- List your first and last name and page numbers as a header and footer on all following pages.
- Do not include any personal information such as date of birth, sex, marital status, race, or citizenship status.

Contact Information: Example

Curriculum Vitae

Cavallo, Francesca

FRANCESCA CAVALLO

fcavallo@unm.edu

University of New Mexico

Department of Electrical and Computer Engineering

Center for High Technology Materials

1313 Goddard SE, Albuquerque, NM 87106-4343

(xxx) xxx-xxxx

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Education

- List your education in reverse chronological order (most current first, going back in time).
- Include
 - the ***degree(s)*** you ***earned*** or are ***currently pursuing***, your major(s)/minor(s), your date of graduation or anticipated graduation date, and the name, city and state (and/or country) of the institution
 - the ***title of your dissertation, thesis, or project*** and ***advisor's name***.
 - ***relevant courses*** to the position must also be listed.
- Advanced degrees including a Master's or a Ph.D. should be listed first, followed by your undergraduate degree.

Education: Example

EDUCATION

Northwestern University, Chicago, IL

Ph.D. Candidate in Materials Science, Anticipated June 2010

Dissertation: Synthesis and Characterization of Nanostructured Materials

Advisor: Professor Roderick Johnson, Ph.D.

University of Notre Dame, South Bend, IN

Bachelor of Science in Chemistry, June 2002

Minor in Economics

Magna cum laude

Relevant Coursework: Engineering Economics, Industrial Organization,
International Finance, Microeconomics, Macroeconomics, Econometrics

Experience

- The experience section must demonstrate your knowledge, accomplishments, transferrable skills, and strengths.
- List experiences in reverse chronological order.
- Full-time, part-time, internships, research, volunteer work, activities, organizations, etc.
- Paid or unpaid.

Experience

- Include separate experience categories. Possible sections include
 - academic research experience
 - teaching experience
 - industry research experience
 - service and volunteer experience
 - field experience

Experience

- **Teaching Experience**
 - Detail any teaching assistant, teaching associate, lecturer, instructor, or tutoring roles you have held.
 - Include the institution, department, course(s), and your title
 - Include the time-frame of the experience.
- **Research Experience - Separate academic and industry research experience.**
 - Include the institution (company), department, dates, name of the research advisor (when applicable), and a concise description of the work.
 - Include the time-frame of the experience.

Experience: Examples

ACADEMIC RESEARCH EXPERIENCE

Northwestern University

Evanston, IL

Graduate Research Assistant, Johnson Laboratory

September 2008-present

- Developed novel, interdisciplinary method to engineer functional capillary networks in vitro
- Formulated naturally derived biopolymers to optimize sustained support of cell organization
- Performed data collection, statistical analyses and interpretation
- Collaborated with an international project team in Zurich, Switzerland
- Supervised and trained undergraduate researcher on Senior thesis project

TEACHING EXPERIENCE

Northwestern University Department of Chemistry

Evanston, IL

Teaching Assistant

January-March 2005

- Instructed laboratory section for undergraduate Organic Chemistry course
- Tutored students on organic chemistry concepts during weekly office hours
- Graded problem sets and laboratory reports
- Trained students on lab equipment and safety

Experience: Examples

INDUSTRIAL RESEARCH EXPERIENCE

Proctor and Gamble

Cincinnati, OH

Research and Development Intern

Summer 2005

- Analyzed technical feasibility of multi-step coating process for moistened cleansing cloths
- Developed new production method eliminating potentially costly unnecessary ingredients
- Evaluated and presented results of laboratory and consumer tests to project team

VOLUNTEER EXPERIENCE

FIRST Robotics

Evanston, IL

Volunteer Coach and Judge

August 2006-present

- Led group of high school students in constructing a robot for national competition.
- Taught students basic electrical engineering principles
- Served as Mentor for high school youth interested in pursuing degrees in engineering.

Transferrable Skills of a PhD Student

- Your experience must convey your transferrable skills.
- **Transferrable skills:** skills you acquire or learn in one setting that can be applied or translated to new and different settings, environments, and activities.
- Useful links about PhD students' transferrable skills.
 - <https://careercenter.umich.edu/article/phd-transferable-skills>
 - <https://grad.msu.edu/phdcareers/career-support/skills>

Identifying and Communicating Transferrable Skills through Your Experience

Steps:

- 1. Identify the skills you have
- 2. Identify the skills employers are seeking
- 3. Learn how to communicate the skills you have

Step 1: Identify the Skills you have- Activity

- Leadership/Management Skills
- Research Skills
- Administrative Skills
- Communications Skills
- Human Relationships Skills
- Problem Solving Skills

Step 2: Identify the skills employers are seeking

- **Talk to Alumni.** Identify graduates in your field and talk to them about their early job experiences.
- **Read Classified Advertisements.** Search print and electronic advertisements to determine what kind of skills employers are seeking. Look at subheadings like "***qualifications,***" "***responsibilities and duties,***" and "***job description***" for phrases which describe your skill sets.
- Advertisements often use succinct verbiage which you can borrow to most effectively describe your skills.

Step 2: Identify the skills employers are seeking

- **Professional Associations.** Professional associations often publish superb career development guides on-line or in print. They may also support their own specialized job database.
- **Speak with Employers.** No one knows what employers want better than the employers themselves. Capitalize on every opportunity you have to speak with employers about their expectations, and the types of jobs in your field.
- **Local Career Center.** Utilize the staff of experts at the career center who work closely with employers in your field (<https://career.unm.edu/>).

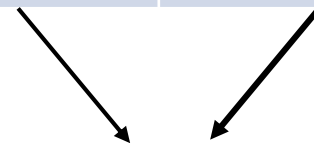
Step 2: Identifying the skills employers are seeking-Activity

Read job descriptions carefully and highlight the skills needed for the position.

- <https://www.zintellect.com/Opportunity/Details/ERDC-ITL-2022-0001>
- https://www.nasa.gov/centers/glenn/stem/glenn-university-student-design-challenges/2021-2022-usdc/Aeronautics_2
- https://vrgeeks.net/job/intern-diversity-equality-and-inclusion/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic
- <https://micron.eightfold.ai/careers?query=Intern&domain=micron.com>
- <https://micron.eightfold.ai/careers?query=Intern&pid=9924466&domain=micron.com>

Step 3: Learn how to communicate Your Skills through Your Experience

Skill	Task/Activity	Outcome	Evidence
Oral Communication Skills	Preparing a conference presentation	Disseminated the results of research finding at 4 international conferences.	Best student presentation award at the xxx APS March Meeting



CV material

Step 3: Learn how to communicate Your Skills through Your Experience

- **3 Part Formula:**
 - –1)Action Verb + 2) Qualify + 3) Quantify
 - –1)Action Verb + 2)What you did and how you did it+ 3)Result
- **Weak:** Did outreach at a middle school
- **Strong:** Organized and deployed two experiential exhibits focused on nanotechnology to 25 middle-school deaf students from different parts of New Mexico.

Experience: Practice Writing!

- Activity: Rewrite These Bullets!
- Assisted with recruiting future graduate students
- ***Suggested Rewrite:***
- Planned a recruiting event for the Chemical Engineering Department that was attended by 25 prospective students.

- Held office hours
- ***Suggested Rewrite:***
- Provided students with strategies for understanding difficult course concepts during weekly office hours.

Step 3: Learn how to communicate the skills you have through Your Experiences-Activity

Go back to the list of skills that you checked in activity No. 2 or to the list of skills that you highlighted during activity No. 3. Select a skill and write it in the first column of the table below; write down the tasks/activities that allowed you to learn, demonstrate, and practice the skill of interest; list the outcome of the activity and any evidence of your accomplishments.

Skill	Task/Activity	Outcome	Evidence

Publications

- You should review standards for your field/industry.
- In the case of publications with multiple authors, you should distinguish your name using a small, consistent formatting adjustment, such as **underlining or bolding your name**.
- List the status of any publications including those in preparation, invited or submitted for publication.
- Publications can be divided into subsections by the type of publication, including
 - refereed journal articles,
 - refereed conference proceedings,
 - book chapters,
 - conference abstracts, etc.

Publications: Examples

PUBLICATIONS

Papers in preparation

XXXX

Submitted papers

Junior, G.; **Cavallo, F.**; Deneke, C. F.; Malachias, Strain Tuning in Graded SiGe on Insulator: Interplay between Local Concentration and Non-Monotonic Lattice Evolution after Ge-Condensation, *J. Phys. Chem. C* (Under review).

Refereed journal papers

Prakash, D. J.; Chen, Y.; Debasu, M. L.; Savage, D. E.; Tangpatjaroen, C.; Deneke, C. F.; Malachias, A.; Alfieri, A. D.; Elleuch, O.; Lekhal, K.; Szlufarska, I.; Evans, P. G.; and **Cavallo, F.**, Reconfiguration-Driven Assembly of Amorphous-Complex-Oxide/Semiconductor Nanomembranes: A Route to Engineering Novel Functionalities via Metastable Mechanical Stressors, *Small* 2022, 18, 2105424.

Publications: Examples

PUBLICATIONS

Articles in the popular press

Interview by A. Hellemans, **Graphene and Germanium: A Happy Marriage With Exceptional Conductivity**, IEEE Spectrum, September 24th 2014.

Referred Conference Proceedings

D. J. Prakash, M. Martinez Argudo, D. W. van der Weide, and **F. Cavallo**, Design and Fabrication of Self-Assembled Metal Helices for Millimeter-through-THz Traveling Wave Tube Amplifiers, 2021 14th UK-Europe-China Workshop on Millimeter-Waves and Terahertz Technologies (UCMMT), 2021, 1-3.

Patents

F. Cavallo, M. G. Lagally, M. M. Dwyer, D. W. van der Weide, A. Baht, “Traveling Wave Tube Amplifier Having a Helical Slow-Wave Structure Supported by a Cylindrical Scaffold” US Patent No. 11,201,028 B2, December, 14th 2021.

Presentations

- Presentations should be listed using a standard format.
- Each listing should include the full list of presenters, presentation title, conference title, and conference location and dates. In the case of multiple presenters, you should distinguish your name using a small, consistent formatting adjustment, such as underlining or bolding your name.
- Presentations can be divided into subsections to distinguish **invited and contributed presentations** or by the type including **oral or poster presentations**.

Example

Cavallo F., **Synthesis, Processing, and Structure-Property Relationships of Inorganic Sheets for Infrared and THz waves**, 2021 IEEE Photonics Society Summer Topical Meeting Series, July, 19-21, Virtual Meeting.

Honors, Awards, Grants, Fellowships

- List both academic (Dean's List, honor societies, scholarships awarded, travel grants, etc.) and professional honors (workplace awards including employee of the month, staff recognition, etc.)
- Include the name or title of the honor, the year in which you received it and the recognizing institution or organization.
- Provide a description of the purpose and relevance of the award when it is not obvious from the award name.
- It is acceptable to list honors and awards that you received both in undergraduate, graduate, and post-graduate studies.
- Examples

Outstanding Poster Presentation, Biomedical Engineering Society	2004
National Institutes of Health Predoctoral Training Grant Recipient	2004-2006
National Consortium for Graduate Degrees in Engineering	2005-2008

Professional Experience

- Describe any workshops, symposia, certificates or licensing that you may have.
- List the certification name, licensing status and date of issue

Example

PROFESSIONAL EXPERIENCE

Chemical Safety Officer Certification

University of XXX Chemical Hygiene Office, May xxx

Expires: May xxx

Relevant skills: xxx

Professional Affiliation

- List all professional organizations, groups, or offices held.
- List past and present membership and include dates of membership.

Example

PROFESSIONAL AFFILIATION

Institute of Electrical and Electronics Engineers, member (2014-present)

Materials Research Society, member (2014-Present)

American Chemical Society, member (2014-2016)

American Society of Mechanical Engineers, member (2011-2012).

University/Department/Professional Service

- This section should detail any task force, committee, department/university groups or field-related volunteer work in which you have served.
- Specify if you held a distinguished role such as chairperson, co-chair, or any other leadership position.

Example

Humanities Student Board Member

2015-2016

University of Iowa College of Liberal Arts, Iowa City, IA

- Served on committees overseeing university policies regarding international students.
- Collaborated with faculty and students to enhance educational and social environments.

<https://blog.wordvice.com/>

CV: Optional Sections

- **Skills.** List skills that may be important to a potential employer or organization. Categories may include laboratory, computer, technical, or language skills. This section is less of a priority on CVs since they are typically *accomplishment* driven rather than *skill* driven.
- **References.** It is acceptable to list at least three professional references on a CV. This goes on the last page of your CV and includes your reference's first and last name, job title, institution name and address, and contact information (both phone and email).
- **Summary or Profile**

Skills

SKILLS

Software:

Gaussian, CNDO, Maestro, Microsoft Office, Dreamweaver, Mathematica, Pro Engineer, ANSYS, ADAMS, SolidWorks

Experimental Equipment:

Scanning electron microscope, Atomic Force Microscope, X-Ray and Scanning Acoustic Microscope

Computer Languages:

Fortran, C++, Matlab, Pascal, SQL, Visual Basic, HTML

Research Techniques:

Nanoindentation, scanning electron microscopy, x-ray diffraction and reflectivity, atomic force microscopy, x-ray photoelectron spectroscopy, auger electron spectroscopy, magnetron sputtering.

Language:

Fluent in Spanish, Conversational in French

Summary or Profile

PROFILE

Doctoral candidate in Mechanical Engineering seeking a challenging summer internship at Motorola Research Lab. Seven years of technical expertise in optical MEMS device design as well as advanced electronic packaging and assembly technologies. Experience in technology consulting through projects and coursework with Kellogg MBA students. Demonstrated strong leadership ability as co-chair of the McCormick Graduate Leadership Council and as treasurer of Northwestern's entrepreneurship organization.

SUMMARY OF QUALIFICATIONS

- 7+ years research experience in mechanical engineering, which includes device design and advanced electronic packaging and assembly technologies
- Strong quantitative & analytical skills with a broad interdisciplinary educational background
- Independent researcher in close collaboration with scientists and engineers different labs and institutions
- First author of 4 journal publications under peer-review and 3 conference presentations
- Experienced lab manager who routinely trained and supervised new graduate students, undergraduate interns and visiting scholars
- Proficient in Pro Engineer, SolidWorks, Matlab, and Mathematica

CV: Dos

- Have contact info at very top, before major sections
- Use reverse chronological order (newest to oldest)
- Use **bold** and *italics* to help the reader (not overwhelm)
- Use simple font (Times New Roman, Arial) 11-12pt
- Use blank space to your advantage
- Use action verbs and quantitative language (e.g., awarded a grant for \$5,000, mentored 5 students, etc.)
- Use one-inch margins
- Use headers and footers for multiple-page

CV: Dos

- Describe your experience in terms of accomplishments rather than tasks.
- Eliminate the pronoun “I” and do not use full sentences. Avoid introductory and wind-up phrases such as “My duties included...”
- Include additional headings when appropriate to reflect certifications, workshops/training, languages, book reviews, etc.
- Avoid grammar and spelling mistakes.

CV: Dos

- Read job descriptions carefully and highlight the skills needed for the position
- Connect as many of the skills you highlighted to related skills and experiences from your own background.
- Compare the above two lists and try to identify attributes that are transferable from one role to the other.
- The more clearly and accurately you can describe this connection, the easier it will be for an employer understand.

CV: Don'ts

- Use a non-professional email address (xxxxx@gmail.com)
- Use the words “Phone” or “Email address” (unnecessary) or including more than one phone number or email (confusing)!
- Use bland or generic verbs to convey your skills!
- Use the present tense for work done in the past (using *lead* instead of *led*);
- Use the present continuous tense instead of the present perfect tense for current work (using *leading* instead of *lead*)!
- Repeat information

CV: Don'ts

- Use the first person (“I manage three undergraduates”)!
- Use jargon or technical terms that only someone in your field would understand (ask a friend or a relative for a reality check!)
- Follow a rigid template instead of customizing to highlight your strengths!
- Use unfriendly formatting (fun fonts, small fonts, large blocks of text, small margins)!
- Submit your resume as a Word file – ALWAYS USE PDF!
- Forget to proofread, proofread, proofread – not just spell-check

CV: Examples

- **Professor CV:**

- <https://samanthacleigh.weebly.com/cv.html>

- **Grad Student CV**

https://alexduman.weebly.com/uploads/1/1/0/6/110678391/alex_duman_cv.pdf

- **Undergrad CV:**

<https://www.careereducation.columbia.edu/sites/default/files/Sample%20Undergraduate%20Science%20CV.pdf>

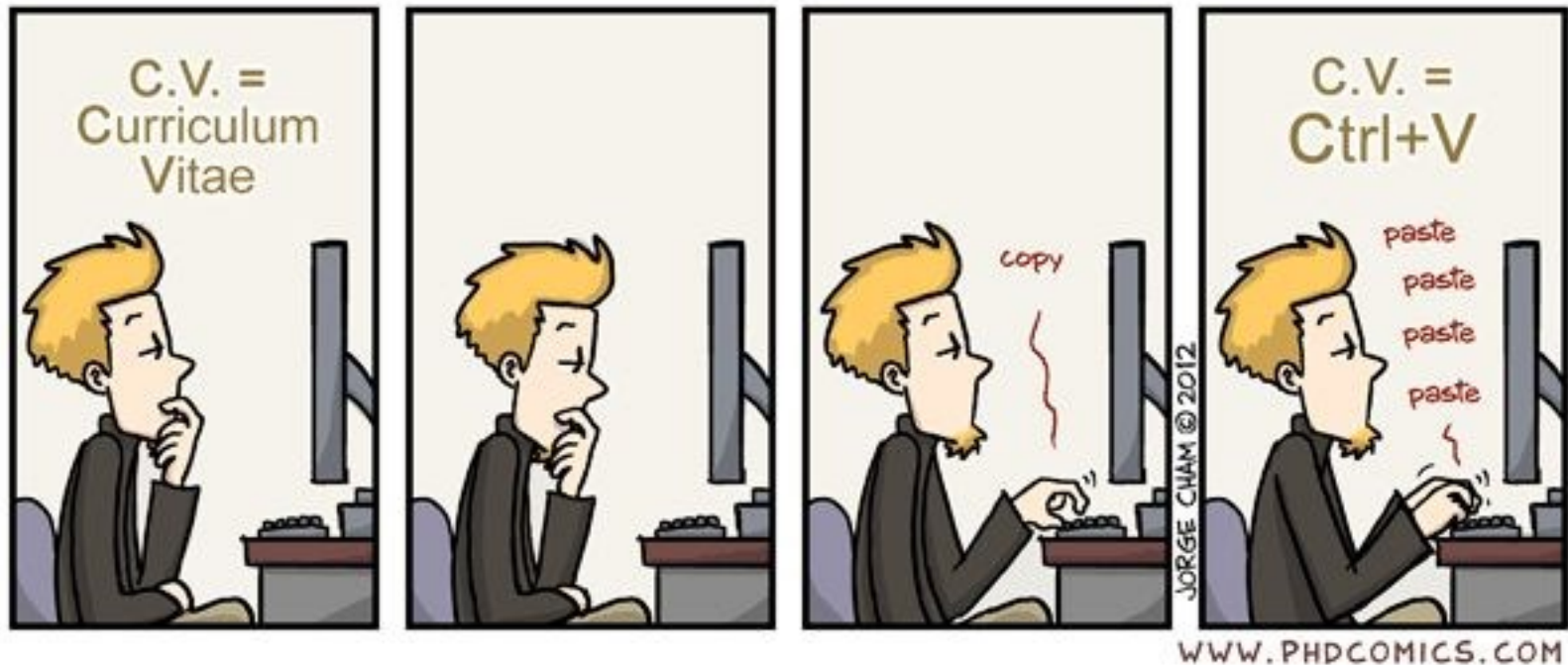
CV: Additional Resources

- **UIUC** → formatting and basics
 - <https://grad.illinois.edu/sites/default/files/PDFs/CVsamples.pdf>
- **Harvard** → Extensive info for CV, resume & cover letter with examples
 - <https://hwpi.harvard.edu/files/ocs/files/gsas-cvs-and-cover-letters.pdf>
- **Cornell** → CV versus Resume & how to convert CV into a Resume
 - <https://gradschool.cornell.edu/career-and-professional-development/pathways-to-success/prepare-for-your-career/take-action/resumes-and-cvs/>

Final Words

- Prepare a comprehensive CV that can be easily adapted to apply for different jobs.
- Start by writing down the main sections and put in everything else but the experiences.
- Perform a self-assessment of your experiences and make sure that you highlight transferrable skills in a powerful manner through them.
- Fill in the 'Experiences' section.
- Proofread it and have someone else proofread it.
- Adapt the CV to position you are applying for.
- Proofread it and have someone else proofread it.
- Submit (as a pdf file).

Thank You and Good Luck!



Do not hesitate to contact us if you need any help with your CV or your Resume

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