

Your CV is one of the best marketing tools you can use in finding a position, and often one of the first things a potential employer requests of you during the application process. Often, it is the employer's first impression of you as a candidate. Your CV should communicate information about your skills, abilities, fit within the organization, and career goals. Because everyone has different skills, strengths, and experiences, there is no one exact way to write a CV.

Curriculum Vitae (CV) vs. Resume

Both resumes and CVs are marketing tools you can use during your job search process. A resume is typically limited to one page (or two pages for more experienced or PhD candidates) and is more concise than a CV. It is used to apply for positions in industry, rather than academia.

A CV is used to apply for positions in research, medicine, or academia and when applying for fellowships or grants. A CV will include many more details than a resume and thus is usually longer than a resume.

[As a side note: additional use of the abbreviation 'CV' can be seen outside of the United States. Companies in other countries may ask students to submit their CV for job/internship applications, when they are actually referring to a one-page resume.]

Format Your CV

- **There is no page limit**
Newer professionals/students typically start with 2 pages. All experiences and skills are included, usually without regard to how many pages the CV is.
- **Ensure the formatting is clear, concise, and consistent**
Be sure your CV is easy to read with plenty of white space. Limit your use of italics and underlines. Choose a font type that is readable such as Times New Roman, Arial, or Calibri and go no smaller than size 10. Add your name and page # in one corner, starting with page 2.
- **Write action/results-oriented bullet points**
Focus on writing phrases that describe your accomplishments and results in order to communicate your skills and strengths to employers. Start each phrase with an action verb and be sure to include the results implications or purpose.
 - [Action verb] [accomplishment or task] in order to [reason for the task or the results achieved]

CV Content

Below is a list of typical sections 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. (See two sample CVs below)

- Contact information
- Career or research objective/interests (brief summary of skills)
- Education (including advisor and thesis or dissertation title)
- Experience (sample headings are: Research Experience, Work Experience, Teaching Experience)
- Publications and presentations
- Awards, honors, and patents
- Grants and fellowships
- Skills such as technical, laboratory, certifications, and languages
- Professional memberships
- Extracurricular activities and/or leadership
- References

Need Additional Help?

It's important to remember that everyone's CV is different. Your Career Consultant is available to meet with you to review your CV.

Manny Facture

1234 Forbes Avenue, Apt #23B, Pittsburgh, PA 15217
Cell: (412) 333-4444 **Email:** mfacture@andrew.cmu.edu
LinkedIn: www.linkedin.com/in/mfacture

RESEARCH OBJECTIVE

To obtain a full-time position in the field of research utilizing my experience and skills in numerical (computational), analytical modeling and simulations, system level designs, problem-solving and communication.

EDUCATION

Carnegie Mellon University, Pittsburgh, PA
Ph.D. Mechanical Engineering, GPA: 3.85/4.0, Expected December 20xx
Advisor: Professor Janine Smith
Thesis: Computational and Analytical Modeling of Biofluidic Lab-on-a-Chip Systems

Shanghai Jiao Tong University, Shanghai, P.R.China
M.S. Mechanical Engineering, Major GPA: 3.7/4.0, May 20xx
B.S. Mechanical Engineering, Major GPA: 3.8/4.0, May 20xx

RESEARCH EXPERIENCE

Carnegie Mellon University, Research Assistant, Fall 20xx – present

Computational and Analytical Modeling of Biofluidic Lab-on-a-Chip Systems

Model for turn geometry-induced dispersion in electrophoretic separation microchips

- Analyzed the turn geometry induced skew and band broadening of analyte bands in microchannels.

Model for Joule heating (JH) dispersion in electrophoretic separation microchips

- Presented a JH dispersion model that holds in all convection-diffusion regimes in microchannels, which is useful to design ultra-fast and high electric field electrophoresis microchips.

Model for electrokinetically (EK) driven passive mixers and mixing networks

- Developed generalized models for micromixers and complex mixing networks.

System Level Simulation and CFD Analysis of Biofluidic Lab-on-a-Chip Systems

System simulation and CFD analysis of complex electrophoretic separation microchips

- Designed system simulations of complex electrophoresis microchips (multi-turns serpentine, spiral or both) in Cadence using Verilog-A
- Validated by CFD analysis involving steady-state electrostatics and Navier-Stokes equations and transient advection-diffusion equation.

System simulation and CFD analysis of EK passive mixers and mixing networks

- Created system simulation of complex EK passive mixers
- Validated by CFD analysis involving steady-state electrostatics, Navier-Stokes and advection-diffusion equations.

PROFESSIONAL EXPERIENCE

CFD Research Corporation Huntsville, AL

Intern, CFD Analysis and Software Development, Summer 20xx

- Analyzed the model sample transport and reaction in biofluidic chips and develop "Drag & Drop, Mixed- Methodology-Based Lab-on-a-Chip Design Optimization Software".

Mission Research Corporation Nashua, NH

Software Developer, 20xx-20xx

- Collaborated to develop a system simulation software "Microfluidic Simulation Toolkit"

TEACHING EXPERIENCE

Carnegie Mellon University Pittsburgh, PA

Teaching Assistant, Fall 20xx

- Instructed Computational Dynamics course
- Held weekly office hours and graded problem sets and tests
- Helped students to understand the course concepts and problems

RELEVANT COURSES

Mechanics: Dynamics, Kinematics, Mechanics of Material, Engineering Materials

Thermo-fluid: Thermodynamics, Advanced Heat Transfer and Mass Transfer, Fluid Mechanics, Fluid Machinery, Aerodynamics, Cryogenics, Air Conditioning System, Vacuum Pumps

Computing: Numerical Techniques in Mechanical Engineering, Computational Fluid Dynamics (CFD)

BioMEMS: Introduction to MEMS, BioMEMS, NanoRobotics, Physical Chemistry

TECHNICAL SKILLS

Programming Languages: Verilog-A, C/C++, Visual C++, Matlab, Fortran, Mathematica

Layout Design Software: Cadence Virtuoso, Coventorware Catapult

Circuit/System Software: Cadence-Affirma/Spectre, Coventorware-ARCHITECT/Saber, Simulink

Numerical Solvers: Coventorware, Femlab, CFD-ACE, Fluent, Adams/AView

Mathematical Packages: Matlab, Mathematica, Maple

CAD Software: SolidWorks, Creo Pro/E, CoventorWare

SELECTED PUBLICATIONS

Journal Publications:

M. Facture, Q. Lin and T. Mukherjee, "A Model for Complex Electrokinetic Passive Micromixers", *Lab-on-a-chip*, 20xx (accepted).

M. Facture, Q. Lin and T. Mukherjee, "Composable Behavioral Models and Schematic-Based Simulation of Electrokinetic Lab-on-a-Chips", *IEEE TCAD* 20xx (accepted).

M. Facture, Q. Lin and T. Mukherjee, "A Model for Joule Heating-Induced Dispersion in Microchip Electrophoresis", *Lab-on-a-chip*, 20xx, Vol.4 pp. 625-631.

Conference Publications:

M. Facture, Q. Lin and T. Mukherjee, "System Simulations of Complex Electrokinetic Passive Micromixers", MSM'05, pp. 579-582, May 8-12, 20xx, Anaheim, CA.

M. Facture, Q. Lin and T. Mukherjee, "Applications of Behavioral Modeling and Simulation on Lab-on-a-chip: Micro-Mixer and Separation System", *BMAS'04* (IEEE), pp. 1-6, Oct. 21-22, 20xx, San Jose, CA.

HONORS

Referee for "*Journal of Micromechanics and Microengineering*", 20xx-present

Hot Article of *Lab on a chip* (Royal Society of Chemistry), "System-Oriented Dispersion Models of General Shaped Electrophoresis Channels, 20xx

Best Poster Award, Microfluidic/Biosensor Workshop at the University of Pennsylvania, 20xx

National Excellence Scholarship, Shanghai Jiao Tong University, P.R. China, 20xx

REFERENCES

Professor John Smith, Chair, Mechanical Engineering, Carnegie Mellon University
(222) 333-1234, jsmith@cmu.edu

Professor Robert Burns, Mechanical Engineering, Carnegie Mellon University
(222) 333-3322, rburns@cmu.edu

Professor Katherine Catz, Mechanical Engineering, Carnegie Mellon University
(222) 333-4444, kcatz@cmu.edu

ANNA L. JONES

(222) 333-4444 | anna.jones@gmail.com

EDUCATION

Carnegie Mellon University, Pittsburgh, PA Anticipated May 20xx

Ph.D. in Psychology

Concentration: Clinical/Counseling Psychology

University of Houston, Houston, TX

Fall 20xx – Spring 20xx

B.S. in Psychology (30 credits)

RELEVANT COURSEWORK

- Principles of Child Development
- Social Psychology
- Abnormal Psychology
- Research Methods in Social Psychology
- Introduction to Probability and Statistics
- Experimental Design for Behavioral and Social Sciences
- Research Methods in Experimental Psychology
- Internship in Clinical Psychology

HONORS AND AWARDS

Senior Leadership Recognition April 20xx

Office of Student Activities, Carnegie Mellon University

Rho Lambda Honor Society

Member since Nov. 20xx

Zeta Kappa Chapter, Carnegie Mellon University

Psi Chi International Honors Society in Psychology

Member since Oct. 20xx

Department of Psychology, Carnegie Mellon University

Dean's List and Dean's List with Honors

University of Houston

Fall 20xx & Spring 20xx

Carnegie Mellon University

Fall 20xx

RESEARCH EXPERIENCE

Carnegie Mellon University, Department of Psychology, Pittsburgh, PA

Research Assistant, Behavioral Health Research Lab

Jan. 20xx – present

Characteristics of Active Smokers (Principle Investigator: Kasey Creswell, Ph.D.)

- Participants are randomly assigned to complete dynamometer report only, dynamometer report then self-report, self-report then dynamometer report, or self-report only after a six-hour period of abstaining from nicotine and alcohol-based products
- Complete data entry into SPSS from study questionnaires
- Process data from eye tracker task in the study

Research Assistant, Relationships Lab

Jan. – Dec. 20xx

Individual Attitude and Romantic Relationships (Principle Investigator: Brooke Feeney, Ph.D.)

- The effects of different kinds of perceived touch on stress were investigated
- Participants were randomly assigned to think of perceived physical touch from a partner, perceived emotional support or a printer, followed by a stress-inducing task and a PANAS measure
- Conducted one-hour experimental sessions with 50+ participants
- Completed data entry into SPSS from study questionnaires

Undergraduate Researcher, Research Methods in Social Psychology

Fall 20xx

Gender-Based Effects of Self-Affirmation on Comfort with Giving Emotional Support

- Based on previous findings of differences in providing emotional vs. instrumental support, the effect of self-affirmation tasks on males giving emotional support was investigated
- Results suggest that when males are affirmed in themselves, they are more comfortable providing emotional support, whereas those who did not receive the self-affirmation task did not see an increase in comfort giving emotional support

PRESENTATIONS

Poster Presentation December 20xx

Undergraduate Research Symposium, Carnegie Mellon University

Title: Gender-Based Effects of Self-Affirmation on Comfort Giving Emotional Support

Poster Presentation December 20xx

Undergraduate Research Symposium, Carnegie Mellon University

Title: The Effect of Distance on a Child's Ability to Delay Gratification

RELEVANT WORK EXPERIENCE

Carnegie Mellon Housing Services, Pittsburgh, PA Dec. 20xx – present

Desk Services Assistant

- Provide minimal security for students and families entering dormitory facility
- Maintain records of equipment being checked out for 250+ students
- Communicate with resident assistants regarding any issues within the facility

The Y in Central Maryland, Parkville Family Center, Parkville, MD June – August 20xx

Camp Secretary

- Acted as a liaison between camp staff and consumer base
- Performed daily administrative tasks (i.e. maintained all camp records, sent weekly newsletters to parents)

VOLUNTEER EXPERIENCE

Matilda Theiss Child Development Center, Pittsburgh, PA Jan. – May 20xx

Student Intern/Volunteer

- Assisted teachers with entertaining nine preschool-aged children at risk for developing psychiatric disorders
- Conducted observations of therapeutic programming for children

China Odyssey International Exchange Program, Lijiang, China June – July 20xx

Student English Instructor

- Participated in the founding of a campus-based Service League club to provide yearlong outreach to the Lijiang Ethnic Orphan School
- Traveled to China for three weeks to work with translators in order to teach fundamentals in English

LEADERSHIP ACTIVITIES

University Disciplinary Board/Academic Review Board Aug. 20xx – present

Student Board Member

- Participate in disciplinary boards for student behavioral misconduct and academic violations

Alpha Phi International Women's Fraternity Sept. 20xx – present

Chapter President, Iota Sigma Chapter

Nov. 20xx – Nov. 20xx

- Led weekly chapter meetings to make announcements and address concerns to a chapter of 90 women
- Managed executive council meetings with officers to discuss organizational issues and chapter-wide events
- Oversaw the general health of a chapter with an annual operating budget of \$40,000+

SKILLS

Computer Skills: Proficient with Microsoft Office (Word, PowerPoint, Excel, Publisher), SPSS Statistical Software

Foreign Language: French familiarity