Writing your CV

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Office of Undergraduate Research

Who am I?

- I am a professor in the Biology department
- I have been teaching at CSUDH since 2017
- I teach evolution, genetics, statistics, and writing
- I study how lizards and desert plants evolve
- In my free time, I spend time with my family & dogs, read books, sew, and do CrossFit

You can contact me at:

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https://singhallab.org/

After today, you will:

- Know what a CV is, what it includes, and how it is different from a résumé

- Identify some of the factors that make a CV "good"

- Have started your CV

- Know the next steps to complete your CV

What is a CV?

A CV documents your professional path

CV = curriculum vitae, which translates to mean "course of one's life"

A good CV should show:

- The education
- The training
- The experience
- The accomplishment

That make you a good candidate for the opportunity

Most school / job applications will include

- A written document
    - Personal statement
    - Statement of purpose and / or
    - Cover letter
- CV or résumé
- Letter of recommendations / references (sometimes)
- College transcripts (sometimes)

Difference between CV and résumé

Aspect	CV	Résumé
Length	Unlimited (within reason)	1 page

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Audience	Other academics (e.g., other researchers in your field)	Hiring managers for jobs

Sections of a CV
(for someone at your career stage)

- Basic Personal Details — email, phone #, website
- Education — undergrad + community college
- Research Experience
- Other Experience — travel or supplies grants count
- Grants & Fellowships — McNair, LS·AMP, RISE, OUR
- Publications — peer-reviewed publications
- Presentations — SRC @ DH or national, SACNAS, ABRCMS (both posters + oral)
- Skills & Qualifications — lab skills, languages, computational skills → graphic design

What should I include in my CV?

Details on my community college education?	Depends. Yes if you graduated. If you didn't, your choice.
A list of relevant coursework?	Do not do it, instead list your skills
Activities that I did only during high school?	Typically no. Exceptions - if you are early in your time at DH -or- really meaningful experience include it.
Work experience I have that is not academic (e.g., retail, restaurant)?	
Non-work experience that I have that is not academic (e.g., church volunteering, student groups on campus, sports)?	Include it.
Presentations / reports I wrote for class?	Almost never include.

What makes a CV good?

I found 10 CVs online (non-DH students)

- On average, people only look at a CV for ~30 seconds
- I am going to give you 5 minutes to look at all 10
- As you look, identify aspects of the CV that work well
- As you look, identify aspects of the CV that don't work well

CV: Do & Don'ts

Things that worked well

- using bold (or underline) to direct the readers eye
- providing detail
- no grammar or spelling issues

Things that did not

- different font styles
- too much color
- having too much blank space
- being too crowded

Let's work on our own

Let's work on our own CV

- If you have a CV started already, and you like how it looks, great!
- If not, we will start with this template
  - https://bit.ly/dh_resume

Your next steps

Suggested next steps (in order)

1. Identify if a résumé or CV is a better fit for your career goals (or both!)
2. Continue brainstorming and reflecting on what you can add
3. Draft your résumé / CV
4. Get feedback & revise
   - Writing Center: https://www.csudh.edu/writing-center/
   - Career Center: https://www.csudh.edu/career-center/
   - Research & academic mentors
   - Peers applying to similar programs
5. Start tailoring your résumé / CV to each job