

Curriculum Vitae/Resume for Undergraduate Biologists

UNIVERSITY OF
PITTSBURGH

studentaffairs
CAREER DEVELOPMENT AND
PLACEMENT ASSISTANCE

What is a Curriculum Vitae (CV) or a Resume?

A CV or Resume is an organized listing of your qualifications and experiences to show what you can do and what you know in a succinct and structured format. It is often read quickly by people evaluating you for a job, school admission or funding.

Tips for writing the CV or Resume

1. Begin by “braindumping.” Write down everything you have done, particularly as it relates to the position for which you are applying.
2. Anticipate your audience. Who will read this and what do they want to know about you to evaluate you quickly?
3. Organize the information into categories. Choose category headings that relate to the position and place them in order of importance, with most relevant section first. Use intentional headings. For example if you are applying for a Lab Technician position, have a Laboratory Experience section.
4. Begin descriptions or bullet points with an action verb. Include specifics (locations, dates, names etc.) to connect with audience and lend credibility.
5. Focus on readability. Be sure that the reader can easily find and understand what they are looking for. Be clear and concise to best advertise your strengths. Be neat and simple. Use one type of standard font, do not go below 10pt font. If your CV is multiple pages, record your name and the page number on the top right side of the page.

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Example category headings/subgroups. You won't use all of them as it is better to have a number of listings within one category.

- Contact Information (include long-term email and phone)
- Education (include major Scholarships and Academic Awards). Anticipate major and graduation date.
- Research Experience (each listing must include name of lab PI, location, brief project description, dates)
- Research/ Biology Relevant Coursework
- Academic Course Research Projects (many of our lab courses include authentic research)
- Research fellowships, honors, awards
- Laboratory Skills (may be included within Research Experiences or Academic Research Projects)
- Teaching Experience
- Leadership/Mentoring Experience
- Publications (submitted, accepted)
- Conference or Workshop Presentations (may also list attendance at (inter)national meetings)
- (Noteworthy) Proficiencies/Skills (NOT those expected of all college students)
- Areas of Expertise/Knowledge/Experience
- Work History (try to fit in above categories if possible)
- Extra-Curricular Activities (try to fit in above categories if possible)
- Fellowships and Honors and Awards
- Certifications/Licensures
- International Experience/Foreign Languages
- References

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POWER VERBS

Research Skills

analyzed
clarified
collected
compared
conducted
critiqued
determined
diagnosed
evaluated
examined
extracted
identified
inspected
interpreted
interviewed
investigated
organized
reviewed
solved
summarized
surveyed
systematized
tested

Creative Skills

acted
conceptualized
created
designed
developed
directed
established
fashioned
founded
illustrated
instituted
integrated
introduced
invented
originated
performed
planned
revitalized
shaped

Technical Skills

assembled
built
calculated
computed
designed
devised
engineered
fabricated
maintained
operated
overhauled
programmed
remodeled
repaired
solved
upgraded

Management Skills

administered
analyzed
assigned
attained
chaired
contracted
consolidated
coordinated
developed
directed
delegated
evaluated
executed
improved
increased
organized
oversaw
planned
prioritized
produced
recommended
reviewed
scheduled
strengthened
supervised

Teaching Skills

adapted
advised
clarified
coached
communicated
coordinated
developed
enabled
encouraged
evaluated
explained
facilitated
guided
informed
initiated
instructed
persuaded
set goals
stimulated
trained

Administrative Skills

approved
arranged
catalogued
classified
collected
complied
dispatched
executed
generated
implemented
inspected
monitored
operated
organized
prepared
processed
purchased
recorded
retrieved
specified
tabulated

Helping Skills

assessed
assisted
clarified
coached
counseled
demonstrated
diagnosed
educated
expedited
facilitated
familiarized
guided
referred
rehabilitated
represented

Communication Skills

addressed
arbitrated
arranged
authored
corresponded
developed
directed
drafted
edited
enlisted
formulated
influenced
interpreted
lectured
mediated
moderated
motivated
negotiated
persuaded
promoted
publicized
reconciled
spoke
translated
wrote