



#JHUGradCamp2021

How Do I Create a CV?

Smiti Nathan, Ph.D.





Smiti Nathan, PhD

Life Design Educator, Archaeologist, Researcher

<https://smitinathan.com/>

Today's Workshop

✓ Tips

✓ Resources

✓ Examples



Equip you with tools and knowledge to create a CV that is a living document and that can be adapted for various opportunities

A CV is a professional document chronicling your professional and academic history and experiences

Short for *curriculum vitae* (Latin)

~~There are universal set standards on creating a CV~~

Best practices for CVs vary depending on discipline, type of job/opportunity, country, etc.

CV vs. Resume

CV

Resume

A chronicled list

A snapshot

Unlimited Page Length

1-2 pages

Academic

Industry

Adapt it depending on the purpose

*Sometimes the terms are used interchangeably

Undergrads Applying to Grad School

Ellyn Butler



@EllynRButler

UNDERGRADUATE RESEARCH EXPERIENCE

Temple University, Philadelphia, PA

June 2017 - August 2017

Research Assistant — Ellman Lab

- Principal Investigator: Lauren Ellman, Ph.D.
- Responsibilities: Worked on a project to document associations between childhood trauma, social support and psychosis symptoms.

Children's Hospital of Philadelphia, Philadelphia, PA

June 2016 - August 2016

REU Intern — Center for Injury Research and Prevention

- Principal Investigator: Joel Fein, M.D., M.P.H.
- Responsibilities: Conducted research with Dr. Nancy Kassam-Adams on parent-child PTSD symptom agreement and severity. Shadowed Violence Intervention Program case managers and reviewed surveillance data to identify incidents of assaults on school property. Wrote a blog post on the mental health needs of children with incarcerated parents: <https://bit.ly/3bkgU5V>.

WORK EXPERIENCE

University of Pennsylvania, Philadelphia, PA

June 2018 - August 2021

Data Analyst — Brain Behavior Laboratory

- Principal Investigator: Ruben Gur, Ph.D.
- Mission \Rightarrow The lab aims to characterize clinical, cognitive and neurobiological trajectories of youth on the psychosis spectrum, and to uncover the biological bases of behavior more broadly in part through improving the measurement of pertinent domains.
- Statistics, Visualization and Communication \Rightarrow Translate research questions into testable hypotheses, utilize machine learning and Bayesian methods for prediction, communicate results to investigators using informative graphics, and write methods and results sections for manuscripts.

UNDERGRADUATE TEACHING EXPERIENCE

Oberlin College, Oberlin, OH

August 2017 - December 2017

Grader — Introduction to Biostatistics, Mathematics Department

- Supervisor: Jeffrey Witmer, Ph.D.
- Responsibilities: Graded and provided feedback on biostatistics homework.

Oberlin College, Oberlin, OH

August 2017 - December 2017

Drop-In Tutor — Mathematics Department

- Responsibilities: Assisted students with comprehension of calculus and statistics.

What is a CV for?

A bit more than you might think

Opportunities

When applying for grants, jobs, etc., a CV is often requested. Be sure to adapt your CV according application instructions and norms of the opportunity

Sharing

CVs can be shared online on a website or other digital mediums. These helps give broader audiences an idea of your work

Person Record

A personal version of a CV is a great way to keep track of what you have accomplished for yourself and future opportunities as it is easy to forget

Different Versions of Your CV

Dr. Janne E. Gaub

 @jgaub_uncc

JANNE E. GAUB

Criminal Justice & Criminology
University of North Carolina at Charlotte
9201 University City Blvd.
Charlotte, NC 28223

Office: Colvard 5075



EDUCATION

2015 **Ph.D. in Criminology and Criminal Justice**
School of Criminology and Criminal Justice, Arizona State University

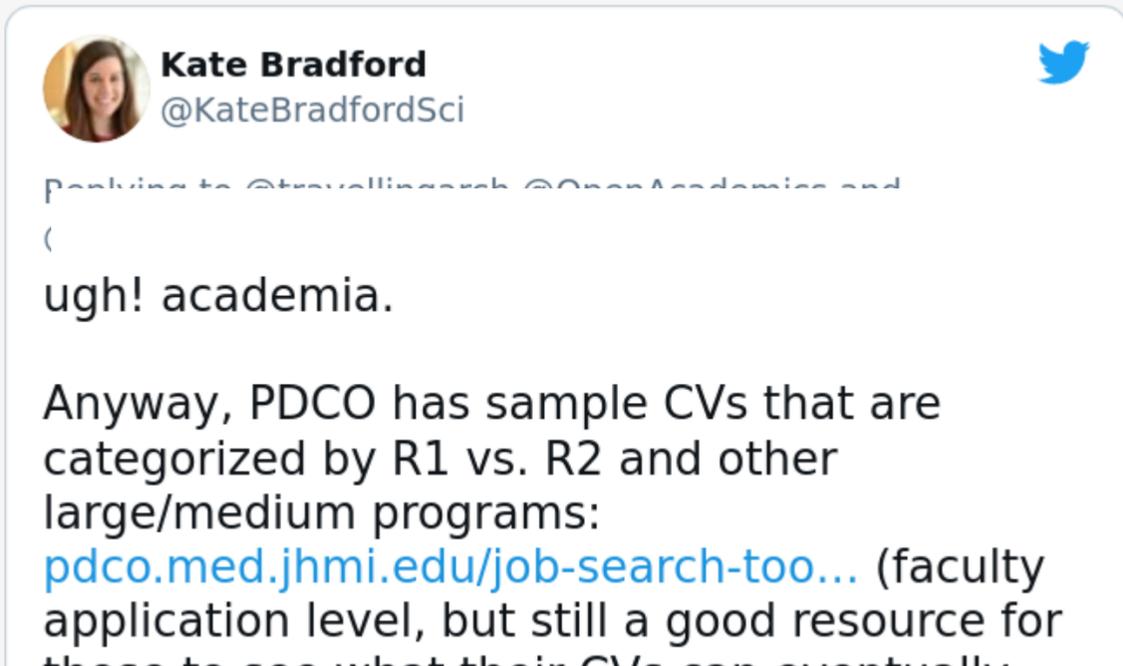
Public

Does not include in progress or submitted pubs (so as not to compromise peer-review). Also only shows submitted and funded grants.

Full

Keep for annual review, etc. It includes everything. Used this version for job apps when I was on the market as well (to show a pipeline)

Adjust Your CV for Different Opportunities



Kate Bradford
@KateBradfordSci

...ugh! academia.

Anyway, PDCO has sample CVs that are categorized by R1 vs. R2 and other large/medium programs:
pdco.med.jhmi.edu/job-search-too... (faculty application level, but still a good resource for those to see what their CVs can eventually...

Academic | Examples

Successful Academic Job Applications

Click on the examples below to read annotated examples of original and revised versions of academic CVs, cover letters, research statements, teaching statements, and diversity statements. Examples are grouped by the targeted institution's [Carnegie Classification](#).

Note: Please do not copy text from these examples. It is unethical and unwise, as employers may recognize samples. Instead, for extra help, please schedule an appointment for an in-person or email review with the PDCO office. Our goal is to help you create an application package that stands out and highlights your unique skills and experiences.

Doctoral Universities: Highest Research Activity (R1)

- Cover letters with Critiques (contains 5 examples assessed with a cover letter rubric)
- Georgetown University CV (Physiology)
- Georgetown University Research Statement (Physiology)
- UCSD Research Statement CV (Biological Sciences)
- UCSD Research Statement (Biological Sciences)
- UCSD Teaching Statement (Biological Sciences)
- UCSD Diversity Statement (Annotated) (Biological Sciences)
- Boston University CV (Health Law, Policy, and Management)
- JHSPH CV (Epidemiology)
- University of Minnesota CV (Environmental Health Sciences)
- UCSF Application Package (Biochemistry & Biophysics)

Doctoral University - Higher Research Activity (R2)

- Howard University CV (Physiology and Biophysics)
- Howard University Research Statement (Physiology and Biophysics)
- Howard University Teaching Statement (Physiology and Biophysics)

CVs
Cover Letters
Research Statements
Teaching Statement (Research Focused)
Teaching Statement (Teaching Focused)
Diversity Statements
Examples
Letters of Recommendation
The Interview Process
Job Talk
Chalk Talk
Teaching Demonstration
Negotiating the Job Offer
Dual Careers
Online Career Resources

CV on/as Websites

Gaurav Parashar
@gauravparashar2

Dr. S. Mason Garrison
SMasonGarrison

Ellyn Butler
@EllynRButler

The screenshot shows a GitHub repository page for 'smasongarrison / CV-TeX' (Template). The page includes navigation tabs for Code, Pull requests, Actions, Security, and Insights. A commit history table is visible, showing a commit by 'smasongarrison' titled 'Update SMasonGarrisonCV.pdf' on May 19, 2021. Below the table, the content of the PDF is displayed, featuring the name 'S. MASON GARRISON' and contact information for Wake Forest University.

Commit	Author	Date	Files
CV-TeX / SMasonGarrisonCV.pdf	smasongarrison	May 19, 2021	1

S. MASON GARRISON
Greene, Room 438 | Wake Forest University
www.smasongarrison.com | garrissm@wfu.edu

The screenshot shows a resume page with a 'COMPUTER SKILLS' section. The skills are listed in a table format.

Category	Skills
Operating Systems:	Linux: Ubuntu
Database:	MySQL
Web Servers:	Apache
Languages:	C,C++, PHP, Python
Other skills	Google Apps for Education, Pfsense: Firewall for managing IT infrastructure, Zentyal: SMB server, Moodle: A Course Management System
Document Processing Language	Latex

The screenshot shows a personal website for Ellyn R. Butler. It includes a profile picture, a bio 'Data Analyst at the University of Pennsylvania', and a 'Follow' button. The main content is titled 'Curriculum Vitae' and includes a link to 'Download full CV as PDF'. The 'Education' section lists 'Starting 2021' at 'Northwestern University' with degrees in 'Ph.D. in Clinical Psychology' and 'M.S. in Statistics'.

Ellyn R. Butler Publications Collaborators

Data Analyst at the University of Pennsylvania [Follow](#)

Curriculum Vitae

[Download full CV as PDF](#)

Education

Starting 2021 **Northwestern University**

Ph.D. in Clinical Psychology
M.S. in Statistics

Keep Track of What You Accomplished

Dr. Adeayo Sotayo

 @DrSotayo

Dr. Jen Harrison

 @perfect_write

Dr. Joris van Heijningen

 @HeijningenJoris

ACADEMIC EMPLOYMENT

August 2016 – Present

Department of English, East Stroudsburg University: English instructor teaching children's literature, composition, professional writing, creative writing, and literature.

July 2019 – Present

Scribendi.com: Copyeditor providing services to business, academic, and personal clientele.

November 2015 – Present

Read.Write.Perfect: Freelance writer, editor, dissertation coach, and researcher.

June 2016 – July 2019

Upward Bound Program, East Stroudsburg University: English instructor teaching literature, composition, SAT preparation, and creative writing.

RESEARCH EXPERIENCE

Research Fellow, Brunel University London (Oct 2019 – Present)

- Working on a £3.6 million European Project ([Sector Skills Strategy in Additive Manufacturing](#)) with 17 international partners to educate and upskill the Additive Manufacturing (AM) sector workforce.
- Organised workshops and presentations to different age groups ranging from school children (e.g., Tech4kids), university students (e.g., doctoral symposium), academic researchers, and industry experts (AM webinars and workshops) to raise awareness about AM.
- Aspects of these activities have featured on the Young European Research Universities Network (YERUN) website.
 - [Encouraging the Next Generation of Students to Study STEM Subjects](https://www.yerun.eu/2020/10/encouraging-the-next-generation-of-students-to-study-stem-subjects/) - <https://www.yerun.eu/2020/10/encouraging-the-next-generation-of-students-to-study-stem-subjects/>
- Reviewed literature and designed experimental tests to characterise novel 3D printed polymer-textile composites to aid the application of AM polymers and textiles in the fashion industry.
- Managing and coordinating work plans, deliverables, financial and technical reports to ensure tasks are successfully delivered within the timeframe.
- Coordinating the Responsible Research and Innovation (RRI) framework, whereby I identify relevant stakeholders, including senior management, design the methodology, analyse the data, report viable strategies, and make recommendations for improvement.

2021	MISTI seed funding for €30,000	Massachusetts Institute of Technology
	Personally forged and led a collaboration between MIT's gravitational wave group and my group on Euler spring development for future gravitational wave detectors.	
2021	BEWARE grant for €208,000	Wallonie Recherche SPW
	Personally forged and leading a collaboration between a precision coating company and a candidate postdoc on superconducting actuators - proposal scored 89.33 / 100 (highest in call)	
2021	IISN grant for €203,000	Fonds National de la Recherche Scientifique
	Part of a 3-university gravitational wave instrumentation proposal totalling €429,000. Led the instrumentation part on mode mismatch mitigation and this was awarded the full request of one PhD student and optical components.	

180 KB

May 19, 2021 1

S. MASON GARRISON
Greene, Room 438 | Wake Forest University
www.smasongarrison.com | garrissm@wfu.edu

APPOINTMENTS

Wake Forest University
Assistant Professor, Quantitative Methods, Department of Psychology July 2019 - Present

EDUCATION

Vanderbilt University, Peabody College
Ph.D in Psychological Sciences – Quantitative Methods August 2020
Certificate in Experimental Education
Fitting Problems: Evaluating Model Fit in Behavior Genetic Models
Advisor: Joseph L. Rodgers

M.S. in Psychological Sciences December 2016
Quinn Exchange Fellow, University of British Columbia Summer - Winter 2015
Summer Scholar, ICPSR, University of Michigan Summer 2014

Washington University in St. Louis
A.B in Economics & Psychology, *magna cum laude* May 2013

Dr. S. Mason Garrison
 SMasonGarrison

Construct your CV in a platform that you will feel comfortable constantly updating in LaTeX, MS Word, Google Docs, etc.

AutoSave Off Smiti N... - Saved Smiti Nathan SN

File Home Insert Draw Design Layout Refer Mailin Review View Help RCM Gramn Acroba

Smiti Nathan
+1-443-401-0427 | Baltimore, MD USA | smiti.nathan@gmail.com

Erin E Sparks CV ☆ ⓘ ⓘ ⓘ

File Edit View Tools Help

Request edit access Share

SCIENTIFIC COMMUNICATION

"Careers in Academia" Panelist, ASPB Conviron Scholars Webinar 2020
["How top scientists use Twitter to support their research"](#) Panelist, Plantae Webinar 2019
["Reflections on the academic job market"](#) Guest blog, the Community Of Minds 2017

Dr. Erin E. Sparks
 ErinSparksPhD

Formatting Basics

Readable Font (min. 10pt)
(e.g, Arial, Open Sans, Times New Roman etc.)

Content Left Justified

Dates

Not too narrow margins

US Standards:

The Professor Is In-
[Dr. Karen's Rules of the Academic CV](#)

Smiti Nathan

+1-443-401-0427 | Baltimore, MD USA | smiti.nathan@gmail.com

EDUCATION

Ph.D.	Anthropology New York University, Department of Anthropology Dissertation: Ingenuity in the Oasis: Archaeobotanical, Geospatial, and Ethnoarchaeological Investigations of Bronze Age Agrarian Community Choices in the Northern Oman Interior	2017
M.Phil.	Anthropology New York University, Department of Anthropology	2015
MSc	Geographic Information Systems and Spatial Analysis in Archaeology University College London, Institute of Archaeology Dissertation: Analyzing Site Location and Open Source Data Management: A GIS Based Approach to the Indian Southern Neolithic	2009
B.A.	Archaeology and Anthropology, minor Psychology, <i>magna cum laude</i> The George Washington University Senior Research Project: The Use of Magnetometry and Soil Phosphate Analysis to Interpret the Okány 16 Site in Békés County, Hungary	2008

CURRENT APPOINTMENTS

Institutional Position

2019- Assistant Director of Life Design (Krieger School of Arts and Sciences). Johns Hopkins University. Baltimore, USA.

2 Main Parts

Main Header

Section Headings



Smiti Nathan

+1-443-401-0427 | Baltimore, MD USA | smiti.nathan@gmail.com

EDUCATION

Ph.D.	Anthropology New York University, Department of Anthropology Dissertation: Ingenuity in the Oasis: Archaeobotanical, Geospatial, and Ethnoarchaeological Investigations of Bronze Age Agrarian Community Choices in the Northern Oman Interior	2017
M.Phil.	Anthropology New York University, Department of Anthropology	2015
MSc	Geographic Information Systems and Spatial Analysis in Archaeology University College London, Institute of Archaeology Dissertation: Analyzing Site Location and Open Source Data Management: A GIS Based Approach to the Indian Southern Neolithic	2009
B.A.	Archaeology and Anthropology, minor Psychology, <i>magna cum laude</i> The George Washington University Senior Research Project: The Use of Magnetometry and Soil Phosphate Analysis to Interpret the Okány 16 Site in Békés County, Hungary	2008

CURRENT APPOINTMENTS

Institutional Position

2019-	Assistant Director of Life Design (Krieger School of Arts and Sciences). Johns Hopkins University. Baltimore, USA.
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Main Header

Avi Seth
 UnSethled

Avi Seth

 github.com/aviseth
 [linkedin.com/in/aviseth](https://www.linkedin.com/in/aviseth)

 aviseth@vt.edu
 [researchgate.net/profile/Avi_Seth](https://www.researchgate.net/profile/Avi_Seth)

EDUCATION

- Virginia Tech**
• *Master's of Science - Computer Science*
VT - DSPG: Graduate Team Leader

Blacksburg, VA, USA
January 2021 - January 2023

Tyler G. James
 @tylergjames_

Tyler G. James, M.S., CHES®

Doctoral Candidate
Department of Health Education and Behavior
University of Florida
P.O. Box 118210, Gainesville, FL 32611
tjames95@ufl.edu | www.tylergjames.com
[Google Scholar Profile](#) | [PubMed Bibliography](#) | [OSF Profile](#)

Section headers
help organize
key information



Education

Where you completed
previous schooling



Publications

Journal articles, books
chapters, books, etc.



Grants

Awards, Fellowships,
Grants, etc.



Conferences

Presentations, posters,
organized sessions, etc.



Teaching

Teaching activity

Publications Headings

Jess A. Millar

 JAmicrobe

Tyler G. James

 @tylergjames_

PUBLICATIONS

Peer-Reviewed Journal Articles

SUBMITTED MANUSCRIPTS

Millar JA, Dao HDN, Stefopoulos M, Estevam CG, Fagan-Garcia K, Taft DH, Park C, Alruwaily A, Desai AN, Majumder M. “Risk factors for increased COVID-19 case-fatality in the United States: A county-level analysis during the first wave.” *PLoS ONE*. (*medRxiv* 2021.02.24.21252135)

2021

MANUSCRIPTS IN PREP

Millar JA, King AA, Woods RJ. “Quantifying transmission in healthcare acquired infections.”

2021

Tracy KC, McKaig JM, Kinnear CL, **Millar JA**, Read AF, Woods RJ. “Evolutionary traps slow the spread of a multidrug resistant pathogen in the hospital environment.”

2021

Technical Reports and Preprints

8. **James TG**, [†]Sullivan MK, McKee MM, [#]Hardy SJ, [#]Ashton GR, [#]Santiago Zayas Z, Phillips DG, Cheong J. *Conducting low-cost community-engaged health research with Deaf American Sign Language users*. *PsyArXiv*, 2020 [Preprint]. doi: [10.31234/osf.io/qxcbr](https://doi.org/10.31234/osf.io/qxcbr). Posted May 12, 2020; 106 downloads as of October 28, 2020.

Values

Tomas Hluska

 BiochemistTomas

Dr. Daniel Bradford

 @Daniel_Brad4d

Dr. Ashley J. Thomas

 @AshleyJ_Thomas

Publications:

Sum of Times Cited without self-citations (06/2018): 235
h-index: 3

EXPERIENCE PROVIDING CLINICAL SUPERVISION

2021-	Clinical supervisor, University of Miami Psychological Services Center Supervising: Intakes, individual therapy (CBT, DBT, ACT, Motivation Interviewing) Students: Elliott Weinstein, Salman Ahmad, Rachelle Reid, Patricia Pedreira
2020	Clinical supervisor, University of Miami Psychological Services Center Supervising: Intakes, individual therapy (CBT, DBT, ACT, Motivation Interviewing) Students: Hannah Broos, William Villano
2018-19	Clinical supervisor, McLean Hospital / Harvard Medical School Supervising: Individual therapy (CBT, DBT, ACT, Motivation Interviewing) Students: Kaitlyn Rose

MEDIA INTERVIEWS AND COVERAGE

- **NPR** Toddlers Like Winners, But How They Win Matters. 27 August 2018.
- **NPR** Why Do We Judge Parents for Putting Kids At Perceived — But Unreal — Risk? 22 August 2016.
- **Rising Up with Sonali on KPCC Radio** No Child Left Alone: Moral Judgments About Parents. 29 August 2016.
- **Top of Mind with Julie Rose, BYU Radio** Sepsis a Medical Emergency, Judging Parents, Thai Fractures. 29 August 2016.
- **KUCI** Ask a Leader. 27 September 2016.
- **Bloomberg View** Don't Leave Your Kids Near Judgmental Strangers. 12 September 2016.

Skills

Dr. Jacob A. Rohde

 JacobRohde

Technical Skills

Audio engineering: Ableton Live 9, Logic Pro X

Content management: Drupal, WordPress

Rohde - 8

Graphic design: AfterEffects, Illustrator, InDesign, Photoshop

Office software: Microsoft suite, Slack, Zoom

Programming: Python, R

Reference management: EndNote, Mendeley

Research software: NodeXL, SurveyMonkey, UCINET, Qualtrics

Statistics: Python, R, SPSS, mPlus

Dr. Janne E. Gaub

 @jgaub_uncc

PARTICULAR SKILLS

Select Certifications	Microsoft Office Access Specialist · Microsoft Office Excel Specialist
Select Coding	HTML · \LaTeX · Lua · Python · R · SQL
Languages	English · Latin
Very Select Software	Adobe Creative Cloud (e.g. Premiere) · BUGS/JAGS · Git · LISREL · Mplus · OBS · Qualtrics · R · SAS · SPSS/PSPP · Tableau

Sections can Communicate What You Value

Dr. Adeayo Sotayo

 @DrSotayo

OUTREACH, PUBLIC ENGAGEMENT AND IMPACT

- Role Model Award (Nominee) 2020 WorldSkills UK "[Diversity and Inclusion Heroes Awards](#)".
- Over 20 academic publications in [peer-reviewed journals and conference proceedings](#).
- Webinar speaker on "[Opportunities and Potential of Additive Manufacturing](#)" (~ 60 participants).
- Organised an [Interactive 3D Printing Tech4kids Webinar for School Children](#) in July 2020 (~ 20 participants).

Dr. Erin E. Sparks

 ErinSparksPhD

SCIENTIFIC COMMUNICATION

"Careers in Academia" Panelist, ASPB Conviron Scholars Webinar	2020
"How top scientists use Twitter to support their research" Panelist, Plantae Webinar	2019
"Reflections on the academic job market" Guest blog, the Community Of Minds	2017
"Conveying information in a Twitter-world: utilizing infographics to expand the reach of your research" Presentation, International Conference on Arabidopsis Research "Communicating your science to peers and beyond" workshop	2017

Dr. Janne E. Gaub

 @jgaub_uncc

COMMENTARIES, NEWS INTERVIEWS, PODCASTS, & WEBINARS

* Denotes a product with a graduate student

Commentaries

["Making sense of the increasingly mixed research on body-worn cameras \(BWCs\)."](#) *In-View Commentary*, May 2020. With Michael White.

["Effects of police BWCs on public defenders."](#) *In-View Commentary*, April 2020. With Carolyn Naoroz & Aili Malm.

["Implementing body-worn cameras in collegiate law enforcement agencies."](#) *In-View Commentary*, March 2019.

Today's Workshop

✓ Tips

✓ Resources

✓ Examples



Equip you with tools and knowledge to create a CV that is a living document and that can be adapted for various opportunities

Takeaways from Today's Workshop

You got this!

Ask

Crafting a CV doesn't have to be a lonely process. Talk to people or find examples online! Especially if you are using your CV to apply for position.

Add

This is a document that you should be adding to consistently. It's not a one-and-done piece

Adapt

Get used to creating different versions and adapt them for different purposes. This gives you the freedom to track and translate your accomplishments.