Curriculum Vitae
for Academic or Research Roles

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Rev 07/18

Types of Curricula Vitae

In the United States: A curriculum vitae (CV) most often refers to a scholarly resume used when applying for jobs in academia or the sciences. It details the applicant's research experience, teaching, and publications. CVs tend to be longer than a traditional resume: two pages may be sufficient for a current undergraduate or recent graduate's CV, while an experienced professor and researcher may have a 15+ page CV. Many professors and instructors make their CVs available on their department's faculty biography pages, and these can illustrate varying approaches to style and organization.

Academic CVs may be appropriate in the following circumstances:

- Applications to graduate or professional school, assistantships, or scholarships
- Teaching, research, and upper-level administrative positions in higher education
- Academic departmental and tenure reviews
- Professional association leadership positions
- Research and consulting positions
- School administrative positions such as superintendent, principal, or department chair

Outside the United States: The curriculum vitae typically refers to a one- or two-page summary of education, experiences, and skills relevant to a particular professional opportunity. The CV is used across professional fields, and is more like a U.S.-style resume than the scholarly CV described above. Details such as paper size may differ (e.g. A4 instead of U.S.-standard 8.5" x 11"), and content preferences vary by country. In some countries employers may expect a CV to include a picture of the applicant and personal details such as birthdate, nationality/citizenship, and even marital status. For example, see GoinGlobal (link on Handshake) or Europass > Curriculum Vitae for CV samples and standards in a variety of other countries.

For all audiences: Correct spelling, consistent formatting, readable font style and size (11 pt. is common), clear phrasing, and accurate content are essential when creating an effective CV.

Information to include in a Scholarly CV

Appropriate categories will vary depending upon a person's experience, though CVs often include many of the following content sections:

- Personal/Contact Information: name, address, phone number, email, websites
- Education: post-graduate work; graduate degree, thesis/dissertation title, honors; undergraduate degree, major, minor, honors
- Academic Awards/Scholarships/Fellowships
- Professional Licenses/Certifications
- Academic/Teaching Experience: courses taught
- Research/Scholarly Activities such as publications (articles, chapters, books), conference presentations, work currently under submission, and work in progress
- Consulting experience
- Grants received
- Committee leadership or membership
- Affiliations/Memberships
- Foreign language skills

Alicia Pérez

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EDUCATION

Smith College, Northampton, MA
Bachelor of Arts expected May 2019; GPA: 3.6/4.0
Major: Psychology; Minor: German
Coursework includes: Statistics Methods in Psychology, Statistical Methods for Undergraduate Research, Seminar in Psycholinguistics, Adult Development, Abnormal Psychology, Adventures in Space Perception

Honors Thesis: Conducting research on gender implications in children's use of space and exploration in childhood.

Universität Hamburg, Hamburg, Germany
Study abroad 2017 - 2018

RESEARCH AND TEACHING EXPERIENCE

Smith College, Northampton, MA
Department of German Studies
Teaching Assistant, June 2018 - present
Instruct language drill sessions, correct homework assignments, and help prepare handouts and teaching materials.

University of Massachusetts, Amherst, MA
The Center for Research on Families
Research Assistant, January - June 2018
Performed literature searches, data entry, and data analysis. Assisted with participant recruitment. Helped create research presentation posters and PowerPoint slides.

Smith College, Northampton, MA
Department of Psychology
Summer Undergraduate Research Fellow, June - August 2017
Assisted in creating surveys and conducting interviews to explore perspectives on race and gender in the teaching profession.

GRANTS AND AWARDS

Phi Beta Kappa (elected as a junior), 2018
Psi Chi (The National Honor Society in Psychology), 2015
NSF-AIRE: National Science Foundation Award for the Integration of Research and Education, 2015

PRESENTATIONS

"Women and Debate: An Analysis of Gender Differences in Discussion."
Presented at Smith College Student Research Conference, April 2018

"Exploring Attitudes on Race and Gender in the Teaching Profession."
Presented at Smith in the World Conference, October 2017

"Impact of Alternative Exercise on Violence in Urban High Schools."
Presented at Greater Boston Undergraduate Psychological Research Conference,
Salem MA, March 2017

PROFESSIONAL MEMBERSHIPS

American Psychological Association
Society for Research in Child Development

SKILLS

Photoshop, SPSS, SAS, Microsoft Word, Access, Excel, PowerPoint
Fluent in German and English

ACTIVITIES AND INTERESTS

Smith College, Northampton, MA
Mentor, Achieving Excellence in Mathematics, Engineering and Sciences (AEMES) Scholars Program, 2018 - 19
Provide guidance, academic advice and assistance to incoming AEMES cohort.

Captain, Smith College Softball Team

Avid runner and golfer

Sample CV

CHRIS J. SMITH

424 Elm Avenue, Roanoke VA 01234
631.655.1234 | cjsmith12@gmail.com

EDUCATION

Smith College, Northampton, MA
Bachelor of Arts, May 2018
Major: Physics
Minor: Philosophy

University of St Andrews, St Andrews, Scotland
Junior Year Abroad, 2016 – 2017

Relevant Astronomy Coursework: Telescopes and Techniques, Introduction to Astronomy, Dark Matter, Nebulae, Extrasolar Planetary Science, Complex Analysis, Nuclei and Particles.

GRANTS AND AWARDS

Dean's List, 2015 – 2018
Fulbright ETA Grant, South Korea, 2018 Finalist
National Science Foundation Award PHY-0242555, research grant, 2018
Howard Hughes Medical Institution Research Grant (for undergraduate research in the physical sciences), 2017

RESEARCH AND TEACHING EXPERIENCE

Research Intern, University of St Andrews, St Andrews, Scotland, June – August 2017

> Developed optimal process for particle clearing and trapping using optically-mediated Airy beams. Wrote a LabVIEW program with a user-interface that controlled experimental parameters. Conducted experiments using program and analyzed data with MATLAB. Results showed that Airy beams successfully manipulated micro-particles. Procedure will be applied to research involving optical sorting of animal cells and other biological material.

Research Intern, University of Rochester REU Program, Rochester, NY, June – August 2016

> Researched adaptive optics and orbital angular momentum (OAM) states of light. Set up and performed several experiments to characterize propagation of OAM states through turbulent media. Wrote LabVIEW and MATLAB programs for data collection and analysis. Data suggested that OAM states are good candidates for quantum cryptography.

Teaching Assistant, Smith College Astronomy Department, Northampton, MA, January 2015 – May 2018

> Held evening lab hours weekly to assist in teaching laboratory material in introductory astronomy courses. Assisted in solar and night-time telescope observations for Smith faculty, students, and guests.

Teaching Assistant, Smith College Physics Department, Northampton, MA, January 2016 – May 2018

> Tutored students weekly in third-year physics course Thermal Physics. Helped students prepare for exams and homework assignments by reviewing concepts in thermal physics, statistical mechanics, and introductory physics. Graded problem sets for General Physics I and II and Modern Physics I.

Research Assistant to Dr. Donatella Cassetari, University of St Andrews, Scotland, October 2016 – May 2017

Participated in year-long research project that worked towards a future experiment pertaining to magneto-optical trapping of a Lithium-Rubidium species. Wrote Mathematica program to find spontaneous emission rates of a Bose-Einstein condensate system and determined physical parameters for experiment.

Research Assistant to Dr. Doreen Weinberger, Smith College REU Program, Northampton, MA, May – August 2015

Studied laser diode spectroscopy and saturated absorption spectroscopy of rubidium isotopes. Assembled optical equipment and collected first set of data for use in a future physics laboratory course offered at Smith College.

Intern, Summer Science & Engineering Program (SSEP), Smith College, Northampton, MA, June – August 2015

Assisted in teaching fundamentals of physics and engineering to high school girls for Music and Engineering course offered through SSEP. Oversaw group work and machine shop sessions. Guided students in construction of their end-of-program projects, a musical instrument employing applications of physics and engineering. Organized and led recreational activities after class.

PUBLICATIONS

O'Sullivan-Hale, M. et al. including C.J. Smith. "Propagation of Orbital Angular Momentum States of Light in Turbulent Media." (To be published).

Baumgartl, J. et al. including C.J. Smith. "Particle Clearing and Trapping using Optically-mediated Airy Beams." *Optical Express*. (2018).

PRESENTATIONS

"Propagation of Orbital Angular Momentum States of Light in Turbulent Media."
Symposium on Undergraduate Research DLS Meeting LS-XXIV, Rochester NY, October 2017

TECHNICAL SKILLS

JavaScript, MATLAB, Mathematica, LabVIEW, LaTeX, Adobe Illustrator, Adobe Photoshop

ACTIVITIES

Vice President/Treasurer, Smith College Physics Club, October 2016 – May 2018

Presented and filed budget forms. Provided guidance and insight to students inquiring about physics degree and physics department. Searched for and advertised physics-related events during the year. Promoted student-faculty camaraderie.

VOLUNTEER WORK

Habitat for Humanity, Smith College, Northampton, MA, 2015 – 2017
Participated in building houses on several sites in Western Massachusetts.