

# **CV** (CURRICULUM VITAE) **RESOURCE PACKET**

**CAS CAREER SERVICES**



**CAREER SERVICES**  
College of Arts and Sciences

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## WHAT IS A CV?

CV's and resumes serve similar purposes. They are marketing documents that provide key information about your skills, experiences, education, and personal qualities that show you as an ideal candidate. The differences are primarily in the focus, format, and length of the document.

A CV is usually used for positions in higher education, research, or other educational fields. As a result, CVs provide great detail about academic and research experiences. Where resumes tend toward brevity, CVs lean toward completeness.

There is no required format for a CV. It is best to discuss with a mentor or trusted member of the professional network any special formatting your field requires.

## TYPICAL CV CATEGORIES

- **Academic Background**
- **Academic/Research Interests**
- **Professional Licensure/Certifications and/or Academic/Teaching Experience**
- **Related Experience/Other Experience**
- **Technical Skills/Other Skills**
- **Professional/Academic Honors and Awards**
- **Professional Development, including conferences and workshops attended and presented**
- **Research and Scholarly Activities**
- **Service including academic, professional and community**
- **Affiliations and Memberships**

## CV vs. RESUME

	Resume	CV
<b>Purpose</b>	Focus is to present a brief but detailed list of experiences <i>directly</i> related to a <i>specific</i> job	Focus is to present a <b>broad</b> array of experiences and knowledge. A detailed academic profile of <i>all</i> of a <b>students'/academics' experience</b> .
<b>When is it used?</b>	Typically used in professional (job) settings and during the initial job search.	Usually reserved for <b>academic/research settings or graduate school applications</b> . Sometimes requested later in the interview process.
<b>Typical Length</b>	1 page, up to 2 for highly experienced professionals	No length requirement, even a highly experienced undergrad will only have <b>4-5 pages at most</b> .
<b>Format</b>	Standard resume format; Margins between 0.5-1.0 inches, 10-12pt font, always use reverse chronological order	No standardized format, <b>format varies from industry to industry</b> . Format should be easy to read, but is often ordered based on relevance to field.
<b>Types of Content</b>	Related work experience, education, leadership experience, awards, on-campus activities	<b>Research publications, teaching experiences, field experiences, dissertations, education, presentations</b>
<b>Acceptable Uses</b>	Job applications, career fairs, "cold calls," some graduate applications, professional positions	<b>Applying for graduate/research positions</b> , submitting publications, applying for <b>assistantships/grants</b> , online portfolios/websites

Headers are often the most design-heavy element of CV's. A good header utilizes a simple style that directs the readers attention to name and contact info. Examples Below:

## Sally Student

sally.student@okstate.edu | 555-555-5555 | github/studentwebpage/project1

## PISTOL PETE

PISTOL.PETE@OKSTATE.EDU | 555.555.5555 | 213 W. MAIN | STILLWATER, OK 74078

## Ima Good-Student

213 Main Street  
Stillwater, OK 74078

(555)555-5555

ima.goodstudent@okstate.edu

Headers *can* include color and some design-elements, however these elements should be used sparingly.

## JOHN BULLET, BA

John.bullet@okstate.edu  
(405) 744-0000  
LinkedIn: In/John-Bullet-OSU

## ART N. SCIENCE

a.n.science@okstate.edu \* (405) 744-0000

LinkedIn.com/Art-n-Science123 \* Wordpress.com/Art-n-Science123

## HEADER TIPS

### Name:

- Should appear **Bold & LARGER** than your contact information and content. (Font Size: 18-28pt)
- Font does not need to match resume content, but should be a legible **print**-style font
  - No cursive or script-style fonts

### Contact Info:

- Always include most-frequently checked and professional phone and email contact
- Consider LinkedIn info or other professional webpage (i.e. GitHub, Research Gate, Portfolio sites)
- Physical Mailing address can be included but not required
  - Physical address should be used to direct the reader's attention to physical location. For example, if applying for a job in a home state, including a permanent address can be beneficial.
- **ONLY ONE OF EACH TYPE OF CONTACT INFO SHOULD BE PROVIDED**

## Art N. Science

(405) 555-1234 · art.science@okstate.edu · researchgate.net/profile/art-n-science

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### EDUCATION

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- Doctor of Philosophy in Physics** Anticipated June 2022  
Oklahoma State University – Stillwater, Oklahoma **GPA: 4.0**
- Research emphasis in light-spectrum analysis
- Master of Science in Theoretical Physics** December 2015  
Big State University - College Town, Oklahoma
- Bachelor of Science in Mathematics** May 2013  
Small Liberal Arts University – Small Town, Arkansas
- Minor in Physics

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### DISSERTATION (OR THESIS)

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- Title: “Light Spectrum Analysis of ‘America’s Brightest Orange”  
Chair: **Pistol Pete, PhD**
- Provide a brief 1-2 sentence abstract summarizing research, methods, and preliminary findings. Be sure to indicate if your thesis was/will be accepted for publication.

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### CERTIFICATIONS & TRAINING

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- Professional Certificate: Undergraduate Research Facilitation** April 2021  
National Board of Higher Education Washington, DC
- Mental Health First Aid** Expires July 2023  
Oklahoma Association for Mental Health Tulsa, OK

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### TEACHING EXPERIENCE

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- Graduate Teaching Assistant** January 2019 – Present  
Oklahoma State University Department of Physics Stillwater, OK
- Primary instructor for four (4) laboratory sections
  - Facilitated hands-on learning at individual level and in group settings
  - Assisted with theory instruction
  - Planned and developed course materials and exams
  - Scheduled and purchased lab supplies instrumental in equipment and utensils selection for lab classes
- Courses Taught
- Physics 101 for Physics Majors
  - The Physics of Light
  - Undergraduate Research Practicum (Supervised)
- Adjunct Faculty and Lab Supply Supervisor** January 2016 – January 2017  
Big City Community College Big City, OK
- Primary instructor and curriculum lead for 12 pre-physics course sections
  - Created standardized curriculum for students with no academic history in physics
  - Coordinated the upkeep, purchasing, and day-to-day function of physics and chemistry lab equipment
  - Supervised and mentored undergraduate TA’s and student workers



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**RESEARCH EXPERIENCE**


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**Research Assistant** August 2009 – September 2009  
 Oklahoma State University Stillwater, OK

- Transcribed and documented raw data collected from previous survey
- Researched and documented information on the history of OSU Physics Program
- Researched information on land grant universities outreach programs
- Collaborated with research coordinator and provided weekly feedback on research progress

**Research Assistant** August 2009 – September 2009  
 Oklahoma State University Stillwater, OK

- Transcribed and documented raw data collected from previous survey
- Researched and documented information on the history of OSU Physics Program
- Researched information on land grant universities outreach programs
- Collaborated with research coordinator and provided weekly feedback on research progress

**Job Title** Month Year – Month Year or Present  
 Company/Organization Name City, State

- List 3-5 bullet points describing your role, responsibilities, accomplishments, skills, etc.
- Be sure to provide some context about what your research is

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**PUBLICATIONS**


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Science, A. N., Pete, P., Student, S., Joseph, E. & Bullet, H. How to create good-looking made up publications for CV resource packets (2020). *The Journal of Imaginary Science*, 14(3), 220-243.

Author Name(s) (in last name, first initial format). **Your Name Bolded**. Title of Publication (Year). *Name of Journal, issue, and page no. in italics*.

Pete, P., Student, S., Joseph, E., **Science A.N.**, & Bullet H. A meta-analysis evaluating the negative effects of "The Most Annoying Song Ever" (2020) *The Journal of Imaginary Science & Music Jokes*, 37(9) 15-34.

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**POSTER PRESENTATIONS & INVITED LECTURES**


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Williams, E., **Science, A. N.**, Bullet, J., Williams, E., Pete, B., Johnson, S., Hartman, C., Christopher, K., George, S., Thomas, D. (2016). *Light Spectrum Analysis of the Most Popular Colors in the Big 12 Conference*. Presented at the biennial International Congress on Light Physics, New Orleans, LA.

Author Name(s) (in last name, first initial format). **Your Name Bolded**. Title of Publication (Year). *Name of Journal, issue, and page no. in italics*. Poster/Lecture presented at ...

Smith, J., Williams, E., Pistol, E., **Science, A. N.**, Bullet, S., Hartman, C., Thomas, D. (2016). *Energy Waste Related to Urban Light Pollution*. Presented at the annual Southwestern Physics Association Convention, Dallas, TX.

**Science, A. N.**, John, F., Williams, E., (May 2016 – March 2018). *Physics Fun for Kids*. In school "Field Trips" given to 3<sup>rd</sup>-5<sup>th</sup> graders in the Tulsa, OK area offering an introduction into physics, presentation includes live physics demonstrations, in-class games, and demonstration of tesla coil-type device.

**Science, A. N.** (August 2014, January 2015). *AIP style writing workshop*. Presented to undergraduate physics students in an introductory physics course.

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**PROFESSIONAL EXPERIENCE**


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**Lead Sales Associate** May 2014 – August 2015  
 The Place Stillwater, OK

- Developed and maintained relationships with current and potential customers.
- Answered customer service questions and provided information to customers about products.
- Recognized by management for 3 quarters as the top performer out of 50 sales associates.
- Earned highest sales in company for month of September by selling \$15k worth of apparel.
- Promoted from sales associate to team lead within first 4 months of hire, supervising 10 employees daily.

**Intern/Software Engineer Contractor** May 2016 – August 2016  
 ABB Totalflow Bartlesville, OK

- Completed the Gate Model project management as part of summer intern team
- Attended software development improvement program training
- Innovated current console based application by developing an Android based phone application
- Ported C based protocol to Java

**Job Title** Month Year – Month Year or Present  
 Company/Organization Name City, State

- List 3-5 bullet points describing your role, responsibilities, accomplishments, skills, etc.

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**HONORS & AWARDS**


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Leadership Skills and Qualities Award August 2020  
 Special Merit Award January 2019  
 Jack D. Gordon Mentorship Honors Program Award December 2018  
 Scholarship Award for Scholastic Excellence December 2018

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**PROFESSIONAL MEMBERSHIP**


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American Physics Association, Student Member August 2013 – Present  
 Oklahoma State University Graduate Student Association, **President** January 2016 – Present  
 Big City Community College Junior Faculty Society January 2016 – Present  
 Association for Physics Educators January 2016 – January 2017  
 Small Liberal Arts University Alumni Association, **Chapter Secretary** May 2013 – December 2015

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**COMMUNITY SERVICE**


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**Salvation Army Volunteer – Stillwater, OK** August 2018 – Present  

- Received “Volunteer of the Year” recognition for Payne County

**Regional Food Bank Volunteer – Oklahoma City, OK** May 2017, 2018  

- Devoted 120 hours of service to assisting with packaging of more than 12,000 tons of food

**City of Stillwater Humane Society – Stillwater, OK** May 2017  
**Big Brothers & Big Sisters of Oklahoma, Mentor – Oklahoma City, OK** May 2013 – December 2016