chatham UNIVERSITY

Office of Career Development
Laughlin Music Hall
careers@chatham.edu 412-365-1209

How To Write a Curriculum Vitae (CV)

If you are pursuing a career in research or academia, you may need to create a CV for potential employers. A CV allows you to detail your scholarly accomplishments and educational history to show you're qualified for the role. Understanding how to format a CV will help you create a compelling document that leaves a positive impression on the hiring committee.

What is a CV?

- CV stands for curriculum vitae, which is Latin for "course of life."
- A CV is a detailed outline of your academic career and accomplishments.
- You may need a CV to apply for a teaching or research position.

CV Guidelines

1. **Create a header with contact information**
   - Your header should be at the top of the page and include your name, city and state, phone number, and email address so employers immediately know who you are and how to reach you.
2. **Detail your education**
   - List positions that show off your skills and expertise. You can group experiences into relevant categories to enhance your CV (e.g. Research, Teaching, and Administration). For each position, include
     - Title, organization name, city and state, dates position was held.
     - Bullet points that summarize your activities/duties, accomplishments, and successes. Use The Golden Formula.
3. **Provide your work experience**
   - Detail all your practical work experience so your prospective employer can see your career path
4. **List your relevant skills**
   - List any abilities that apply to the potential job, such as foreign languages or a type of software. Try to include skills that relate to the job description to make your CV tailored.
5. **Include additional sections**
   - Publications
   - Presentations (Oral and Poster)
   - Honors and Awards

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CV Example

Rachel Carson

Pittsburgh, PA | (217) 555-1234 | Rachel.Carson@chatham.edu

EDUCATION

Master of Science in Sustainability Energy **August 20XX - April 20XX**
Johns Hopkins University, Baltimore, MD

Bachelor of Science in Energy and Sustainability Policy **September 20XX - May 20XX**
The Pennsylvania State University, Centre County, PA

RESEARCH EXPERIENCE

Johns Hopkins University, Baltimore, MD **September 20XX - December 20XX**
Graduate Researcher

- Used modeling and simulation methods for sewer epidemiology and energy consumption studies
- Compiled data from literature review and developed discrete event simulation for cocaine usage and personal water usage
- Transformed large GIS dataset into Storm Water Management Model (SWMM) to track waste water movement through existing sewer system. This model was used to test an optimization to predict sources of cocaine usage
- Analyzed load data to predict Navy Ship energy consumption used R to fit ARIMA (1, 2) model with low RMSE

Silent Spring Academy of Sustainability, New York, NY **October 20XX - January 20XX**
Lead Researcher

- Studied effects of an enzyme mutation on a viral response pathway
- Optimized original experimental protocol which resulted in a 75% savings of equipment costs
- Contributed to peer-reviewed paper publication and abstracts for conference presentations

PROFESSIONAL EXPERIENCE

Mercury Associates Inc., Gaithersburg, MD, **December 20XX- January 20XX**
Senior Consultant

- Formulated Regression models to analyze fleet business operations
- Collect and analyze survey results from fleet managers to understand current fleet operations and needs
- Analyzed personal vehicle usage data and compared costs to state ownership – found source of $800,000 in savings

Baltimore City Department of General Services, Baltimore, MD **September 20XX – December 20XX**
Energy Analyst

- Used quantitative analysis skills to organize data for decision makers
- Collected data to understand the operations of the sanitation department and created optimization that models costs of garbage truck fleets using alternative fuels. Determined that diesel fleets are the cheapest to operate and without policy changes in CO2 emissions, there are no incentives for alternative fuel conversion
- Used Measurement and Verification methods to audit agreements with Energy Service Companies in City Buildings. Found that in energy production levels were not met because of lack of storage for bio-gas. Solution found was to look for storage methods or re-permit plant to burn both NG and bio-gas

Innovative Decisions Inc., Vienna, VA **October 20XX – December 20XX**
Junior Analyst

- Used systems engineering methods for various applications
- Programmed dynamic decision networks to analyze text inputs from users to simulate bot that can accurately answer questions
- Used R with SQLite to analyze large hospital data set to find predictors and indicators of outbreaks using social media data

CV Example continued

PUBLICATIONS

Carson, Rachel, 1907-1964. (2002). Silent spring. Boston: Houghton Mifflin
Carson, R. (1951). The sea around us.. New York, Oxford University Press.
Carson, R., & Pratt, C. (1998). The sense of wonder. New York, Harper Collins Publishers.
Carson, R., & Hubbell, S. (1998). The edge of the sea. 1st Mariner Books ed. Boston, Mass., Houghton Mifflin Co.

CONFERENCE PRESENTATIONS

Sustainability Leadership Conference, Dallas, TX

- Attended workshops on innovative sustainable practices in urban planning
- Engaged in discussions on the integration of renewable energy in urban infrastructure
- Networked with industry leaders and exchanged ideas on sustainable community development

Global Climate Action Summit, Minneapolis, MN

- Explored cutting-edge solutions for addressing climate change on a global scale
- Participated in panel discussions on the role of sustainable business practices in achieving climate goals
- Collaborated with experts in the field to enhance understanding of climate policy and advocacy

Renewable Energy Forum, Pittsburgh PA

- Explored advancements in renewable energy technologies and their application in various industries
- Attended sessions on sustainable energy policy and its impact on business strategies
- Networked with professionals and gained insights into the future of renewable energy development

HONORS AND AWARDS

National Book Award for Nonfiction, The Sea Around Us	May 20XX
Presidential Medal of Freedom	July 20XX
Guggenheim Fellowship for Natural Sciences	April 20XX

PROFESSIONAL MEMBERSHIPS

- American Academy of Environmental Engineers and Scientists
- American Solar Energy Society
- Association of Climate Change Officers
- International Society for Industrial Ecology (ISIE)
- International Society of Sustainability Professionals (ISSP)
- Society Conservation Biology
- Society of Wetland Scientists (SWS)