



Many job seekers will question at times whether a traditional resume or a CV (Curriculum Vitae) is needed for their job search. While some employers use the two terms interchangeably, here's a quick explanation of the differences:

Resumes are usually concise (often not longer than a page), and are designed to get the reader's attention quickly, so that they stand out from the competition. It's not unusual to modify a resume to fit a specific need at a company; usually the job description will give the candidate an idea of the skills and qualities to focus on.

CVs are typically much more in-depth, and contain a high level of detail about the candidate's background including education, publications, presentations, awards, etc. As the CV generally provides a full and complete record of the candidate's career history, there is not a concern about keeping it to a certain length; many go well beyond two pages.

WHEN TO USE A CURRICULUM VITAE

- When the company specifically requests one
- When applying for positions outside of the United States
- When applying for academic, scientific, medical, or research positions
- When applying for fellowships or grants

WHAT TO INCLUDE

- **Contact information** - avoid personal details if applying for positions within the U.S.
- **Education** - degrees, names of institutions, and dates attended in reverse-chronological order
- **Awards / honors** - may include Dean's List and other academic or employment-related awards
- **Scholarships** - list all scholarships received (can instead be included as part of Honors category)
- **Grants / fellowships / assistantships** - list all received (can also be included as part of Experience category)
- **Study abroad** - include name of school, location, dates, and coursework / area of study
- **Dissertations / theses** - include title, brief description, and the name of your advisor for each
- **Research experience** - include a description of the research, plus where you worked, when, and with whom
- **Graduate fieldwork** - include a description of the experience, location, and dates
- **Work experience / employment history** - reverse chronological order; include achievements and responsibilities
- **Teaching experience** - include the school, course name, and semester; may also include tutoring experience
- **Skills** - technical, job-specific, laboratory, language, etc.
- **Publications** - any you have written, co-written, or contributed to; include necessary bibliographic information
- **Presentations / lectures** - list the name of the paper, the conference name and location, and the date
- **Memberships** - list any professional associations to which you belong; specify titles such as Board Member
- **Extracurricular Activities** - any volunteer or service work you have done; clubs / organizations you belong to
- **Training / certifications** - include those that are relevant to your field of study or targeted occupation

WHAT NOT TO INCLUDE

- A photo
- Salary history
- The reason you left your last employer
- References (unless otherwise specified, these should be formatted as a separate document)

TIPS FOR GETTING STARTED

- Make sure your format is clear, professional, and consistent
- Decide on the structure of your document before getting started
- Try to establish a “theme” to your CV, making it relevant to a particular field or occupation
- Using bullet points, rather than paragraphs, can make it an easier document to read
- Do not use ornate fonts that are difficult to read (a simple one like Times New Roman or Calibri is best)
- Font size should be between 10 and 12 points, although your name and section headings can be a bit bigger)
- Check spelling, grammar, verb tenses, and consistency of formatting before sending it out

SAMPLE

SUSAN J. JONES, MS, RD, LDN
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EDUCATION

BRIGHAM AND WOMEN'S HOSPITAL - Boston, MA 20XX - 20XX
Dietetic Intern – Intensive program that meets the requirements for becoming a Registered Dietitian (R.D.) as established by the Commission on Dietetic Registration and qualifies individuals to sit for the national exam

UNIVERSITY OF MASSACHUSETTS LOWELL - Lowell, MA 20XX
Master of Public Health - Nutrition Communication

UNIVERSITY OF MASSACHUSETTS LOWELL - Lowell, MA 20XX
Bachelor of Science, Nutritional Sciences - Cum Laude

RESEARCH EXPERIENCE

USDA / NHCA at TUFTS UNIVERSITY - Boston, MA March 20XX - September 20XX
Senior Researcher, Vitamin and Carcinogenesis Laboratory

- Investigated the relationship between dietary folic acid supplementation, aging and colon cancer risk. Studies emphasized the dietary requirements and long-term effects of inadequate vitamins status.
- Edited journal articles and grants in advance of submission.
- Trained all new employees and doctoral students in general and specialized laboratory technique.

PROJECTS (UNDERGRADUATE)

SERVICE LEARNING PROJECT, COMMUNITY HEALTH / HEALTH PROMOTION September 20XX - May 20XX

- Researched the role, structure and function of a community health agency in Lowell.
- Analyzed and reported on the impact of a public health problem on a specific population.
- Identified community resources, and initiated a collaborative working relationship to generate referrals and facilitate information sharing.
- Developed an approach and created materials to address this widespread public health problem.

COURSEWORK

Master's Practicum I and II	Epidemiology	Senior Research in Nutrition
Social and Behavioral Determinants of Health	Environmental Health	Directed Research in Nutrition
Biostatistics for Health Data	Medical Nutrition Therapy	Biochemistry of Lipids
Health Policy & Management	Lab Methods in Nutrition Assessment	Obesity & Weight Control

WORK EXPERIENCE

UNIVERSITY OF MASSACHUSETTS LOWELL - Lowell, MA January 20XX – May 20XX
Technician, Health Assessment Laboratory

- Ensure compliance with all applicable chemical, biosafety, and radiation safety regulations.
- Maintain inventory and order laboratory equipment and supplies.
- Write and update Standard Operating Procedures (SOP) for lab equipment.

UNIVERSITY OF MASSACHUSETTS LOWELL - Lowell, MA April 20XX - August 20XX
Sports Nutritionist Intern

- Assisted the dietitian for all UMass Lowell (Division 1) Athletes.
- Wrote athlete meal plans.
- Provided healthful eating seminars for male and female athletic teams.

GOODSTART HEALTH AND FITNESS - Braintree, MA March 20XX - June 20XX
Dietitian

- Developed corporate wellness materials for overall health and weight management.
- Contributed to corporate wellness videos and weight management plans.

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TEACHING EXPERIENCE

UNIVERSITY OF MASSACHUSETTS LOWELL - Lowell, MA September 20XX - Present
Adjunct Faculty

- Develop curriculum, exams and project assignments for three undergraduate course (including Medical Nutrition Therapy I and II) and one graduate nutrition course (Advanced Clinical Nutrition).
- Write and present weekly lectures for three undergraduate courses (including Medical Nutrition Therapy I and II) and one graduate nutrition course (Advanced Clinical Nutrition).
- Mentor individual students on education and career choices.
- Develop and implement health science research for nutrition interventions and teaching strategies.

PROFESSIONAL SKILLS & AFFILIATIONS

COMPUTER SKILLS

Microsoft: Office, Computrition, ESHA, People Soft, SAS, Final Cut Pro, Access

PROFESSIONAL AFFILIATIONS

National Association of Nutrition Professionals, 20XX - Present
American College of Nutrition, 20XX - Present
American Council on Science and Health, 20XX - Present

PUBLICATIONS

Loo Z, Chung SW, Scott JW, Jones S, Hang H, Smith D, Kim P, Lawson PW, Peterson E, Watson L, and Munson B. Mild depletion of dietary folate combined with other B vitamins alters multiple components of the Wnt pathway in mouse colon. *Journal of Nutrition*, 2007; 137(12):2701-8.

Scott JW, Loo Z, Jones S, Hang H, Chung SW and Munson B. Moderate folate depletion modulates the expression of selected genes involved in cell cycle, intracellular signaling and folate uptake in human colonic epithelial cell lines. *J Nutr Biochem*, 2007; 19(5):328-335.

Jones S, Hang H, Munson B, Loo Z, Scott JW, Smith DE, Frisco P and Chung SW. Older age and dietary folate are determinants of genomic and p16-specific DNA methylation in mouse colon. *Journal of Nutrition*, 2007; 37(7):1713-7.

Chung SW, Jones S, and Herrocks P. LC/ESI-MS demonstrates the absence of 5-methyl-2'-deoxyuridine in Plasmodium falciparum genomic DNA. *Molecular and Biochemical Parasitology*, 2006; 150:350-352.

Gibson HE, Scott JW, Gunderson H, Dallas G, and Chung SW, Jones S, Hang H, Loo Z, Maddis M, Johnson M, Deger D and Munson B. Chronic cigarette smoking is associated with diminished folate status, altered folate form distribution, and increased genetic damage in the buccal mucosa of healthy adults. *American Journal of Clinical Nutrition*, 2006; 83: 835-841.

Chung SW, Frisco P, Jones S, Munson B. Folate supplementation increases genomic DNA methylation in the liver of elder rats. *British Journal of Nutrition*, 2005; 93: 31-35.