



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**  
susan.jones@student.uml.edu  
978-123-4567

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**EDUCATION**

**BRIGHAM AND WOMEN'S HOSPITAL** - Boston, MA 200X - 200X  
*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 200X  
*Master of Public Health - Nutrition Communication*

**UNIVERSITY OF MASSACHUSETTS LOWELL** - Lowell, MA 200X  
*Bachelor of Science, Nutritional Sciences - Cum Laude*

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**RESEARCH EXPERIENCE**

**USDA / HNRCA at TUFTS UNIVERSITY** - Boston, MA March 200X - September 200X  
*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.

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**PROJECTS (UNDERGRADUATE)**

**SERVICE LEARNING PROJECT, COMMUNITY HEALTH / HEALTH PROMOTION** September 200X - May 200X

- 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.

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**COURSEWORK**

Master's Practicum I and II	Epidemiology	Senior Research in Nutrition
Social & 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

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**WORK EXPERIENCE**

**UNIVERSITY OF MASSACHUSETTS LOWELL - Lowell, MA** January 200X - May 200X  
*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 200X - August 200X  
*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 200X - June 200X  
*Dietitian*

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

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**SUSAN J. JONES, MS, RD, LDN**  
susan.jones@student.uml.edu  
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**TEACHING EXPERIENCE**

**UNIVERSITY OF MASSACHUSETTS LOWELL - Lowell, MA** September 200X - 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.

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**PROFESSIONAL SKILLS & AFFILIATIONS**

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**COMPUTER SKILLS**

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

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**PROFESSIONAL AFFILIATIONS**

National Association of Nutrition Professionals, 200X - Present  
American College of Nutrition, 200X - Present  
American Council on Science and Health, 200X - Present

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**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; 137(7):1713-7.

Chung SW, Jones S, and Herrocks P. *LC/ESI-MS demonstrates the absence of 5-methyl-2'-deoxycytosine 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, Dager 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 older rats. British Journal of Nutrition*, 2005; 93: 31-35.

### UMass Lowell Career & Co-op Center

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