

Curriculum Vitae (CV) Review Checklist



A CV is a longer, more detailed version of a resume. CVs are mostly used in academic, scientific, or research environments and are commonly 3-10 pages in length. Other industries may not care or will not spend time reading a full CV.

Commonly used sections of a CV may include:

- Contact Information
- Education
- Dissertation or Thesis
- Research Interest
- Awards, honors, fellowships, scholarships, grants
- Professional Experience
- Research Experience
- Publications
- Invited papers
- Exhibits
- Conference Presentations, etc.
- Volunteer Activities
- Community Activities
- Leadership Activities
- Certifications
- Licensure

The following information is designed as a quick test for you to check your CV.

CV Checklist – Please check Yes or No

Contact Information	YES	NO
1. Have you included your address and telephone number so that you can be contacted easily?		
2. Is your e-mail address included?		
3. Is your address with City, State, Zip Code included?		
Academic Background and Licensure Section		
Academic Background and Licensure Section	YES	NO
1. Are all yours degrees that you have earned included?		
2. Are the degrees listed with full title? (No abbreviations)		
3. Does it begin with your highest degree and work backward?		
4. Does it include the full name of the institution for each degree followed by city and state?		
5. Do you include only GPA higher than 3.0?		
Experience		
Experience	YES	NO
1. Does it starts with your most recent position held and then the other positions in chronological order bellow?		
2. Start and end dates are always given?		
3. Do you list the position title, company name and location?		
4. Do you describe your experiences, accomplishments, and accolades?		
5. Start each sentence with a verb.		
6. Quantify/Qualify results whenever possible;		

Research	YES	NO
1. You might have several sections such as “publications” or “presentations,” or you might simply list the research that you have been involved in.		
2. Include your publications in the citation that your discipline uses.		
Other Sections (optional)	YES	NO
1. Do you include other things that make you unique: volunteer experience, laboratory skills, grants awarded, affiliations, language skills, etc?		
2. If you have grants and awards, have you indicated dates?		
3. If you have volunteer and leadership activities, have you indicated dates?		
4. Do they all start with a verb?		
References	YES	NO
1. Does it list 3 to 6 professional references?		
2. Does it include the name of the person, their contact information (including address) and their current title?		
3. Are they people who know your work well?		
4. Did you choose individuals that will sell you effectively?		
5. Did you ask before listing them?		
Format	YES	NO
1. Is the format consistent? (Punctuation, bold, italics, etc.)		
2. Are there any misspellings?		

Now count how many ‘yes’ boxes you have checked.

If your score is	It suggests...
20 - 27	Your CV seems to be in pretty good shape.
10 – 19	Your CV could benefit from some further work and development.
0 - 9	A score in this range suggests that your CV may not be up to the standard expected.

Feel free to look at the sample below. That is an excellent base to start or to update your CV.

Curriculum Vitae

Anne Leftford

Department of Biological Sciences
The University of Memphis
Memphis, TN 38152
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Work Phone: 901-678-1312

Education

- Ph.D. Biology, University of Michigan, Ann Arbor. Advisor: Dr. Richard D. Alexander. February 2002.
- M.S. Biology, Non-thesis, University of Michigan, Ann Arbor. June 1995
- B.S. Biology Honors, cum laude, Phi Beta Kappa, Union College, Schenectady, N.Y. Advisor: Dr. Leo Fleishman. 1992

Current Position

- Director, Biology Advising and Resource Center (BARC) and Instructor, Dept. Biological Sciences, University of Memphis. 8/08 to present.

Previous Positions

- Adjunct Assistant Professor, Dept. Biology, Rhodes College. 9/07-4/08
- Visiting Assistant Professor, Dept. Biology, University of Memphis. 9/03- 4/08
- Post Doctoral Fellow in Molecular Ecology, Department of Biology, University of Memphis. August 2002-July 2003

Awards

- Dean's Office Award for Advising Excellence, The College of Arts and Sciences, University of Memphis 2013
- Distinguished Advising Award, Memphis Alumni Association, University of Memphis 2011
- Distinguished Teaching Award, Memphis Alumni Association, University of Memphis 2010
- Thomas W. Briggs Excellence in Teaching Award, University of Memphis, 2009
- Selected Participant, Non-Majors Biology Leadership Conference, 2009
- Student Disability Services "See Me" Award, University of Memphis, 2007-2008
- Awarded Most Dedicated Teacher in the College of Arts and Sciences by the student body, University of Memphis, Spring 2007
- Selected Memphis Leadership Academy Fellow, April 2006 class
- Selected Graduate Student Teaching Fellow: Preparing Future Faculty, University of Michigan, Center for Research on Learning and Teaching, Summer 2000.
- Selected Graduate Student Participant: Second Annual Rackham Summer Interdisciplinary Institute. University of Michigan, Summer 1999.

Instructor Experience

- Non-majors Biology; BIOL 1010 Introduction to Biology I, *University of Memphis*; Biology and Society, BIO 105, *Rhodes College*.
These non-majors biology courses were designed to emphasize the relevance of biology in daily human life, focusing on the issues currently confronting society: AIDS, genetically modified organisms, gene therapy, emerging diseases, bioterrorism, DNA forensics, biotechnology and cloning. The course uses narrative videos to introduce some topics and expose students to both a human and a research dimension. This multimedia course utilizes videos, student response clickers, news clips and articles, multiple online student resources (quizzes, flashcards, animations), and power point lectures with online lecture outlines.
- Honors Forum; UNHP 1100, *University of Memphis*
Expose Freshman Honors students to the prevalence of science in current events. Collect weekly headlines on biological topics and discuss how the topics impact society. Students develop their presentation skills and their abilities at analyzing scientific material.
- Research Methods; PHYS 4008/CHEM 4299/BIOL 4094, *Tigers Teach Program, University of Memphis*.
A research intensive course designed to expose future secondary school teachers to scientific questioning, research design, and data analysis. The course is team-taught with faculty from various STEM disciplines and students come from any of the STEM majors. Students learn from interactive, group based exploration and individual research projects.
- Molecular Ecology; BIOL 7737, *University of Memphis (grad. level) / BIOL 486, Rhodes College (senior seminar)*
This upper level course was designed to introduce students to a range of techniques used in molecular analyses focusing on ecological and evolutionary questions: population structure, phylogeography, conservation genetics, mating systems and parentage analyses. Students research and present on questions as both groups and individuals.
- University College Senior Research; UNIV 4995, *University College, University of Memphis*.
Students must complete an independent, student developed research project. The final product demonstrates and synthesizes the student's research and academic experience. The objective is to introduce students to independent research and for them to produce a high quality final paper.
- Majors Biology I lab; BIO 131, *Rhodes College*
First semester introductory biology lab for majors: Prokaryotic and eukaryotic cells, cellular structure and function, bio-energetics and metabolism, heredity
- Majors Biology II; BIOL 1120, *University of Memphis*.
Second semester introductory biology for majors: the origin and diversity of life, anatomical structure and function, ecology.

Teaching Assistant Experience

- University of Michigan
Evolution and Human Behavior (Dr. R.D.Alexander)
Mammalogy (Dr. P.Myers)
Evolution (Dr. B.Hazlett)
Comparative Vertebrate Anatomy, twice Coordinator (Dr. C.Gans)

Chordate Anatomy, Phylogeny, and Ontogeny, Coordinator (Dr. A.Kluge)
Introductory Biology II. (Dr. S.Easter & Dr. R.Fogel)

- Union College
 - Marine Biology Field Experience. (Dr. C.George)

Advising Experience

- Director of the Biology Advising and Resource Center (BARC) for Biology undergraduate students; *University of Memphis*, 2008-present.
Designed the BARC, both physical layout and development and implementation of protocols for advising 400+ majors every semester. BARC advising establishes one-on-one student/advisor relationships to facilitate student completion rates, decrease time to degree, and assist students with obtaining their career goals.

Student Mentoring

- Summer 2012 – Maggie Norman (Senior, St. Mary's Episcopal School), Exposure to Genetic research and analyses.
- Fall 2006 - present – Mentor for Freshman Honors Program Biology Majors. Meet with students to assist with transition to college life and provide academic guidance.
- Fall 2006 - Brian Day (Criminal Justice major; Biology minor) Ageing deer teeth by cementum ring analysis. Research conducted in collaboration with the Integrated Microscopy Center at the University of Memphis. - Merck Undergraduate Research Grant, Biology Dept.
- 2004-05 – Elisheva Reese (Biology Major, Honors) Geographic variation in Prairie Vole microsatellite allele frequencies. - NSF sponsored Undergraduate Mentoring in Environmental Biology (UMEB).

Outreach/Service

- Member, Biology Undergraduate Studies Committee, 2008-present
- Assist Study Abroad office with biology course selections, 2008-present
- Assist Athletic Department with biology course selections, 2008-present
- Biology representative during recruitment events on and off campus, 2008-present
- Distinguished Teaching Award Selection committee, 2010 - present
- Memphis Honors College, Biology faculty representative, 2006 – present
- Memphis STEM faculty advisory board, 2011-2012
- Tigers Teach, advisory board, 2011– 2012
- Marcus Orr Center for the Humanities, faculty advisory board, 2010 – 2012
- Invited speaker and poster judge, Memphis CRESH program, 2012, 2013
- Distinguished Advising Award Selection committee, 2011- 2012
- Memphis Regional Planned Parenthood - Educational Materials Review Committee (Chair), 2004 – 2009

Continuing Research

- Kin recognition, paternity, and social behavior in Belding's Ground Squirrels. Collaboration with Dr. Jill Mateo, University of Chicago. Investigating how relatedness impacts social behavior and mating preferences. NSF funded.

Past Research Experience

- Parentage analysis in Prairie Voles. Collaboration with Dr. J. Wolff, Dr. A. Ophir, and Dr. S. Phelps, University of Memphis. Utilizing microsatellite analyses to determine the paternity of littermates from females bred in large, outdoor enclosures.
- The influence of diet and other factors on offspring sex ratio in Florida Scrub Jays. Collaboration with Dr. Stephan Schoech, University of Memphis. Using sex chromosome specific primers to determine offspring sex-ratios for birds with different dietary regimes.
- Genetic analyses of ESGR deer population, 2000-2002. Michigan State University, collaboration with Dr. Kim T. Scribner. Research utilized molecular techniques to address questions of relatedness, population structure, and the impact of population isolation on genetic diversity in white-tailed deer.
- Reproduction, behavior, and social interactions of White-tailed Deer on the Edwin S. George Reserve. 4/1997-2002. Advisor: Dr. Richard Alexander. Research incorporated a variety of field methods (capture, intensive observations, radio telemetry, and dissection of harvested animals) to address questions of social affiliations and reproduction.
- Behavioral Study of Captive Red Kangaroos. 7/95-10/95 Advisors: Dr. Richard Alexander, Scott Carter (Curator of Mammals, Detroit Zoo). This project served as an introduction to kangaroo behavior and involved observations of mob social structure and female reproduction.
- Mare/Foal recognition in a herd of American Quarter Horses. Summer 1994. Advisor: Dr. Richard Alexander. Recorded mare and foal vocalizations and conducted playback experiments to addresses mare/foal recognition.
- Effects of Maternal Dominance in a herd of American Quarter Horses. Summer 1994. Advisor: Dr. Richard Alexander. Daily activity budgets, nursing bouts, and social interactions were studied in relationship to maternal dominance rank in a herd of horses.
- Visual acuity in Anolis lizards. Biology Honors Thesis. Union College 1991/92. Advisor: Dr. Leo Fleishman. Animals exposed to moving images had detection speed determined to address questions of visual acuity.

Professional Publications

- 2013 Blanchong, J.A., A.B. Leftford, K.T. Scribner. Genetic diversity and population structure in urban white-tailed deer. *J. Wildlife Management* 77 (4).
- 2008 Ophir, A., S. Phelps, A.B. Leftford, and J. Wolff, Social but not genetic monogamy is associated with greater breeding success in prairie voles. *Animal Behavior* (75) 3:1143-1154.
- 2007 Ophir, A., S. Phelps, A.B. Leftford, and J. Wolff. Morphological, genetic and behavioral comparisons of two prairie vole populations field and laboratory. *Journal of Mammalogy* (88) 4: 989-999
- 2004 Leftford, A.B. Paternity assignment for White-tailed Deer: mating across age classes and multiple paternity. *Journal of Mammalogy* (85) 2:356-362

Professional Presentations / Abstracts

- 2005, August 6-10. Animal Behavior Society, Snow Bird, Utah. Paternity in Prairie voles:

- evidence for monogamy or promiscuity? A.B. Leftford, A.G. Ophir, and J.O. Wolff
- 2004, June 13-16. Animal Behavior Society, Oaxaca, Mexico. Impacts of food supplementation and helpers on sex ratios for cooperative breeding Florida scrub-jays. Anne Leftford, Stephan J. Schoech, S. James Reynolds, and Reed Bowman.
 - 2004, June 13-16. Animal Behavior Society, Oaxaca, Mexico. *Promiscuous Mating in the Purportedly Monogamous Prairie Vole (Microtus ochrogaster)*. Jerry O. Wolff and Anne Leftford.
 - 2003, July 19-23. Animal Behavior Society, Boise, Idaho. Social Behavior explains microgeographic genetic structure in white-tailed deer. A.B. Leftford, J. Blanchong, and K.T. Scribner.
 - 2002, September 20-22. Annual meeting Southeast Ecology and Population Genetics Group. Duke University Marine Lab, Beaufort, N.C. *Social Behavior explains microgeographic genetic structure in white-tailed deer*. A.B. Leftford, J. Blanchong, and K.T. Scribner.
 - 2002, July 13-17. Animal Behavior Society, Bloomington, Indiana. *Multiple paternity of White-tailed Deer twins*. A.B. Leftford.

Invited Presentations

- 2006, February 6. Invited speaker: "Darwin and Evolution" to the Memphis Free-thought Alliance
- 2004, March 16. Invited Panelist: Human vs. Person as applied to Roe v. Wade - University Memphis, English Department; B. McAddon coordinator
- 2003, September 5. University of Mississippi, Department of Biology. Paternity in White-tailed Deer.
- 2002, June 7-8. Symposia in honor of Richard D. Alexander. Ann Arbor, MI. *Paternity Assignment for White-tailed Deer: Evidence for alternative male mating strategies, mate choice, and multiple paternity*.

Grants and Fellowships

- National Science Foundation. Integrating function and mechanisms of kin recognition: are there parallels between inbreeding avoidance and nepotism. Collaboration with Dr. Jill Mateo (PI), University of Chicago. 2005-2008
- Department Research Support, Dept. of Biology, University of Memphis. 2004- 2007
- Post Doctoral Fellow, Dept. of Biology, University of Memphis. August 2002
- One Term Dissertation Fellowship, Dept. of Biology, University of Michigan, 2001
- Block Grant, Dept. of Biology, University of Michigan, 2000
- Rackham Discretionary Funds, University of Michigan, 2000
- Block Grant, Dept. of Biology, University of Michigan, 1995-1999
- E.S. George Reserve, University of Michigan, 1996-1998
- Michigan Polar/Equator Club, 1997
- Australian Geographic, 1997
- Distinguished Research Partnership Fellowship, University of Michigan, 1996
- Museum of Zoology Hinsdale Fellowship, University of Michigan, 1996
- Rackham Dissertation Improvement Grant, University of Michigan, 1995

References

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