

## Creating Your Curriculum Vitae (CV)

### What is a curriculum vitae (CV)? When should I use a CV?

- The curriculum vitae or CV can be translated as “the course of one’s life/career” and provides a comprehensive overview of your academic background and professional accomplishments.
- You’ll use your CV to apply for graduate programs, fellowships and grants, to accompany submissions for publications or conference papers, when being considered for leadership roles or consulting projects, and more. CV’s are also used when applying for some positions outside academia, such as in think tanks or research institutes and international organizations, or for research positions in industry.
  - When seeking a job in Europe, the Middle East, Africa, or Asia, expect to submit a CV rather than a resume.
  - Keep in mind that overseas employers often expect to read the type of personal information on a CV that would never be included on an American resume, such as date of birth, place of birth and nationality. An International CV also typically includes a personal photo as well.

### Resume vs. CV

- Many of the rules of writing a resume can also be applied to writing a CV.
- A CV is a longer and more detailed synopsis of your background and skills.
  - Experience and education dictate the length of your CV.
  - A two-to-three-page CV is common for most seniors and graduate students.
- The CV includes a greater range of information.
  - The focus is more on academic achievements such as educational background and training, research interests, published works, teaching experience, field experience, academic honors/awards, and other related professional experience.
- Like a resume, a CV should include your name, contact information, education, skills and experience.
- In addition, a CV includes research and teaching experience, publications, grants and fellowships, professional associations and licenses, awards and other information relevant to the position or program to which you are applying.
- Start by making a list of all your background information, and then organize it into categories. Make sure you include dates.

Here are a few resources to help you create your own personalized document.

[10 TIPS FOR YOUR CV](#)

[ACTION VERBS](#)

[UNDERGRAD CV SAMPLES](#)

## 10 Top Tips to Ensure Your CV has Impact

### # 1: Target your CV to the position, purpose or audience

Prospective employers/programs are concerned with finding the right candidate. Consider carefully the requirements of your target job or graduate program and make sure your CV highlights the relevant skills and experience. “*Why should we select you?*” - That is the question on the top of your reader’s mind. Depending on the purpose, you might place more or less emphasis on your teaching experience, for example.

### # 2: Structure your CV so it’s easy to read

An initial scan of a CV is usually only 20 or 30 seconds, so have your information clearly laid out with the most relevant skills and experience highlighted. Use headings and sub-headings to divide information and keep the format crisp and concise.

### # 3: Create content that sells

A good design will get attention, but it's really the content of your CV that determines your success. Provide plenty of information to help sell your skills and experience. Give concise descriptions of your roles and responsibilities, including key information such as research experience, publications, teaching experience, class projects and fieldwork/internship experience.

### # 4: Focus on achievements and contributions

Highlighting your relevant skills and achievements will really put you ahead of the competition. Use active verbs to showcase your experiences and accomplishments.

### # 5: Quantify and qualify your achievements

Create powerful success statements by quantifying your achievements. Give an indication of the scale and scope of your contributions by including details of the numbers of people/sites involved in particular projects. Highlight any special features, i.e. first research investigation in this field.

### # 6: Use strong marketing “power” words

Use power words in your statements such as: achieved, delivered, led, implemented, pioneered, introduced, initiated, increased, improved. See our Action Verbs guide for more active verb choices. Use a level of jargon most appropriate for your audience.

### # 7: Sell the benefits of your skills

Many CVs provide a list of duties without explaining the benefit of those skills. If one of your key skills is the ability to motivate teams, explain how this has benefited your employer's bottom line – i.e. you have improved team morale and motivation, resulting in increased staff retention which has in turn reduced recruitment costs.

### # 8: Provide examples to support your claims

If you claim to be a good communicator, for instance, support this by providing information on the types and levels of people/organizations you've dealt with and how you have communicated. Example: Delivered presentations to audiences of up to 500 people.

### # 9: Ensure perfect presentation

Poor presentation can undermine the best content, so make sure your spelling, grammar and layout are PERFECT. Be sure to proofread and have someone else read your CV to double check for errors. Be strategic in how you order and title your CV sections.

### # 10: Keep your CV highly relevant and concise

A successful CV is relevant and targeted to a specific program or position, so you should only include information that supports your suitability for the role. There are no right or wrong CV formats so re-order your CV to highlight experience most relevant to your current target.

*Adapted from: [thecvclinic.com](http://thecvclinic.com)*

PEPPERDINE | SEAVER COLLEGE  
Career Center

Administrative/ Organizational	Creative	Communication	Teaching	Technical	Helping	Management	Research	Financial	More Verbs
addressed	acted	aided	adapted	analyzed	advised	achieved	calculated	adjusted	augmented
arranged	abstracted	addressed	advised	assembled	aided	administered	cataloged	administered	adopted
assembled	adapted	advised	clarified	built	arbitrated	allocated	clarified	aided	affirmed
cataloged	applied	answered	coached	calculated	assessed	analyzed	collected	allocated	aligned
centralized	authored	appraised	communicated	coded	assisted	applied	computed	analyzed	amended
classified	Composed	arbitrated	coordinated	computed	attended	approved	conceived	appraised	assured
collaborated	conceived	arranged	defined	constructed	brought	assessed	correlated	audited	attached
collected	conceptualized	authored	developed	designed	cared	assigned	critiqued	balanced	authorized
collated	created	briefed	enabled	devised	carried out	anticipated	delivered	budgeted	awarded
compiled	customized	clarified	encouraged	disassembled	clarified	attained	detected	calculated	batched
dispatched	designed	communicated	evaluated	engineered	coached	chaired	diagnosed	compared	boosted
distributed	developed	conducted	explained	fabricated	coordinated	conceived	discovered	computed	broadened
documented	devised	consulted	facilitated	inspected	counseled	consolidated	evaluated	developed	cancelled
entered	directed	contributed	guided	installed	delivered	consulted	examined	estimated	catered
executed	Established	conveyed	incorporated	made	demonstrated	contracted	experimented	figured	charted
filed	evaluated	cooperated	informed	maintained	diagnosed	coordinated	extracted	financed	circulated
generated	fashioned	coordinated	initiated	measured	educated	delegated	extrapolated	forecasted	cleared
implemented	founded	corresponded	inspired	multiplied	emphasized	determined	gathered	itemized	closed
input	formed	counseled	instructed	operated	encouraged	developed	identified	maintained	controlled
inspected	formulated	debated	lectured	overhauled	enlisted	directed	inspected	managed	corrected
inventoried	generated	defined	mentored	programmed	ensured	enforced	interpreted	marketed	decreased
memorized	illustrated	demonstrated	motivated	reconstructed	expedited	established	interviewed	planned	divided
monitored	imagined	developed	observed	remodeled	facilitated	evaluated	investigated	prepared	earned
operated	improvised	directed	persuaded	repaired	familiarized	executed	monitored	projected	eliminated
organized	innovated	discussed	presented	solved	fostered	expanded	observed	reconciled	exceeded
prepared	instituted	disseminated	set goals	trained	furnished	expedited	organized	researched	excelled
prioritized	integrated	drafted	stimulated	troubleshoot	guided	formed	proved	reached	exercised
processed	initiated	edited	taught	upgraded	helped	governed	researched	tracked	expanded
purchased	introduced	educated	trained		inspired	hired	reported		flagged
recorded	invented	enlisted	tutored		instilled	implemented	reviewed		followed up
resolved	marketed	explained	updated		maintained	improved	searched		gained
restored	originated	expressed			mentored	incorporated	studied		increased
retrieved	painted	formulated			modified	initiated	summarized		issued
requisitioned	performed	influenced			referred	instituted	surveyed		located
scanned	planned	informed			related	launched	systemized		mastered
screened	presented	inspired			performed	lead	tested		modernized
spearheaded	problem	interpreted			provided	managed			notified
specified	produced	interviewed			referred	motivated			obtained
submitted	refined	lectured			rehabilitated	negotiated			performed
supported	rewrote	mediated			represented	organized			proposed
systematized	revitalized	merged			routed	outlined			raised
tabulated	shaped	moderated			secured	oversaw			rated
transcribed	sketched	motivated			served	perceived			received
transformed	synthesized	negotiated			supported	planned			rectified
utilized	updated	participated			upheld	prioritized			requested
validated	visualized	persuaded				produced			reduced
		promoted				recommended			revamped
		publicized				reconciled			saved
		published				recruited			sourced
		recruited				reported			
		reported				represented			
		represented				resolved			
		researched				reviewed			
		revised				scheduled			
		summarized				screened			
		suggested				selected			
		translated				spearheaded			
		verbalized				sponsored			
		wrote				staged			
						strengthened			
						supervised			

## Undergraduate CV Samples

### Nancy M. Solano

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#### EDUCATION

Pepperdine University, Malibu, CA May 2021

##### Bachelor of Science in Sports Medicine

- **Honors:** Dean's Scholarship for Academic Excellence (2017 – 2020); Golden Key International Honor Society (2018 – Present); Phi Eta Sigma National Honor Society (2017 – Present)
- **Relevant Coursework:** General Chemistry I & II, Cellular Biology, Calculus I, II, & III, Anatomy, Physiology, Exercise Physiology, Physics I & II, Biostatistics, Musculoskeletal Anatomy, Exercise Health & Disease, Neuroscience, Elementary Organic Chemistry, Biomechanics, Math Methods of Physics, Introduction to Computer Programming in C++

#### RESEARCH EXPERIENCE

Pepperdine University, Malibu, CA May 2018 – Present

##### Research Assistant under Dr. Cooker Perkins Storm, Ph.D., Exercise Physiology (Sept. 2020 – Present)

- Conceptualized and collaborated on three fore-thinking research projects exploring morphological and neurodevelopmental outcomes of offspring of mother-child pairs engaging in resistance exercise during pregnancy
- Projects included:
  - A case study follow-up involving two mother-child pairs that participated in CrossFit during pregnancy
  - A retrospective study of approximately 150 mother-child pairs internationally that participated in CrossFit during pregnancy
  - A meta-analysis of all literature published involving resistance exercise and pregnancy (manuscript in progress)
- Drafted Institutional Review Board proposals, coordinated research team meetings and delegation of tasks amongst members, conducted advanced searches using PubMed and Scopus databases, examined past literature for relevance and applicability to new studies
- Coordinated speaker-driven summit on fetal origins and epigenetics to facilitate conversation among leading scientists in the field; proposed date: April 2021

##### Research Assistant under Dr. Ken Henisey, Ph.D., Physics (May 2019 – Oct. 2019)

- Utilized a fusion of sports medicine and physics to model physical and mechanical limitations of the human body in CrossFit's deadlift with the goal of determining a fair standard of competition for the CrossFit games
- Conducted extensive literature review in the fields of anthropology, biomechanics, and public health; identified relevant information from over 50 years of publications in the field; summarized and synthesized information from multiple articles
- Incorporated public health significance in the comparison of self-reported data from over 80,000 CrossFit participants to both national and international norms of physical fitness measures

##### Research Assistant under Dr. Priscilla Macrae, Ph.D., Exercise Science (Jan. 2019 – Sept. 2019)

- Investigated the effects of exercise and functional movement on cognitive function within older adults
- Performed extensive literature reviews in the fields of neuroscience, cognitive function, and exercise; manipulated and compiled data using Excel; drafted Institutional Review Board proposals, grant proposals, and calendar layouts for the study participant involvement

##### Research Assistant under Dr. Cooker Perkins Storm, Ph.D., Exercise Physiology (May 2018 – Apr. 2019)

- Expanded definition and concept of "purpose" within Pepperdine University's mission statement and applied findings to the University curricula

#### TEACHING EXPERIENCE

Pepperdine University, Malibu, CA Jan. 2019 – Present

##### Classroom Apprentice, Human Anatomy under Dr. Cooker Perkins Storm, Ph.D., Exercise Physiology (Sept. 2019 – Present)

- Prepared classroom for recitation periods, involving assessment and prioritization of material to be covered, development of lesson plans, and generation of appropriate PowerPoints and in-class materials
- Led classroom of 3-12 students in deepening an understanding of introductory anatomy and physiology on a weekly basis
- Tutored individual students in advanced concepts of anatomy and physiology
- Participated in exam administration, answer key generation, grading, and other educational duties

**Vice President Member Education, Delta Gamma Fraternity** (Jan. 2019 – Dec. 2020)

- Provided the resources for members to become familiar with the Fraternity Constitution, history, ideals and standards, as well as the privileges and responsibilities of lifetime membership in Delta Gamma
- Facilitated a continuous education program for new members with an emphasis on scholarship, rituals, and human relations, and an ongoing education experience for initiated members
  - Incorporated nine weeks of educational meetings developed and facilitated by the VP member education, requiring preparation involving creation of PowerPoint presentations, coordination of guest speaks, and customization of meetings based on the learning styles of the 29 new members

**Pepperdine University, Suva Suva, Fiji**  
**Study Abroad Program Participant**

May 2018, Expected May 2021

- Coordinated and facilitated classes kindergarten through sixth grade, teaching nutrition and exercise science
- Served daily at a medical clinic, observed multiple cataract surgeries, triaged patients independently, learned involved medical filing software

**PUBLICATIONS**

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Perkins Storm, C.C., White, E., & Kern, K.L. (2020). *A meta-analysis of resistance exercise and pregnancy*. Manuscript in preparation.  
Perkins Storm, C.C., & Kern, K.L. (2020). *Effects of high-intensity, resistance exercise during pregnancy on child's health five years post-birth*. Manuscript in preparation.

**LEADERSHIP AND UNIVERSITY SERVICE**

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**Pepperdine University, Malibu, CA**

Jan. 2019 – May 2020

**Secretary, Pepperdine Ambassadors Council** (Aug. 2019 – May 2020)

- Acted as liaison between University, alumni, administration, and greater Malibu community
- Selected as keynote speaker at Pepperdine VP Advancements' Fall Musical Dinner, giving an address entitled "On Role Models and Mentorship"

**Student Assistant, Senior Vice Chancellor & Dean Emeritus, Pepperdine University School of Law** (Jan. 2019 – Dec. 2020)

- Organized all communication between the Dean and Pepperdine University's expansive network of donors
- Represented the campus-wide student body through both public speaking and intimate conversation at large donor event

**Residential Advisor, Housing and Residence Life** (Jan. 2019 – Dec. 2020)

- Participated in leadership training involving identification of strengths, mediation skills, and other important facets of beneficial communication expertise
- Served as a resource and advocate for 50 female residents in order to communicate student concerns, strengthen student-faculty relations, and promote student well-being
- Developed strategic programs and organized group activities for students, including weekly discussion groups

**SKILLS**

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- **Computer:** Advanced knowledge of Mac, PC, Microsoft Office, iWork, and Raiser's Edge; working knowledge of C++ language
- **Languages:** good oral skill and advanced written skill in French language

## Avery Dylan

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### EDUCATION

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Pepperdine University, Malibu, CA  
Bachelor of Arts in Sociology

May 2021

- **Relevant Coursework:** Introduction to Sociology, Intermediate Statistics & Computer Applications, Research Methodology, Sociological Theory, Crime and Delinquency, Race and Ethnic Relations, Public Opinion and Voting

### INTERNSHIP EXPERIENCE

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International Rescue Committee, Sacramento, CA

June 2020 – August 2020

Human Trafficking Outreach, Prevention, and Education (HOPE) Intern

- Coordinated with staff to ensure appropriate services were being received and helped find appropriate referrals for clients including safe housing
- Facilitated donation provision to clients, managed client files, and tracked all services needed and received by the client
- Performed outreach activities and trained other community members on identifying victims of human trafficking
- Provided support to clients to help them navigate the healthcare system and enroll children in school

Department of Human Services, Los Angeles, CA  
Intern

June 2019 – August 2019

- Facilitated educational workshops and activities aimed in promoting positive self-esteem and leadership skills among diverse adolescents
- Delivered one-on-one mentoring to at risk and troubled teens several times per week
- Provided tutoring in math, science, and writing to groups of high school age students on a weekly basis

### WORK EXPERIENCE

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Pepperdine University, Malibu, CA

August 2018 – May 2020

Student Assistant, Office of Admissions

- Greeted guests, answered questions, and provided information to prospective students and families
- Scheduled appointments and conducted proper follow up to guests and admission advisors to ensure a smooth process
- Answered phones and directed calls to the appropriate employee and maintained a neat and professional work environment

Boys and Girls Club of the West Valley, Canoga Park, CA

August 2017 – May 2019

Youth Development After School Staff

- Provided homework assistance to students after school ensuring they stay on track to complete the assignments
- Developed and implemented curriculum and activities, managed classrooms to engage students while keeping them safe
- Served as a positive role model and established meaningful relationships with students to encourage and motivate them

### CAMPUS LEADERSHIP EXPERIENCE

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Alpha Phi, Malibu, CA

November 2020 – Present

Director of Health and Wellness Education

- Managed a committee of 4 members and represented the organization at local events on campus and in the local community
- Held fundraising activities to help raise over \$5,000 to go towards events promoting women's health on campus
- Developed 3 campus events focused on women's and mental health, engaging more than 500 students on campus

## COMMUNITY INVOLVEMENT

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**Malibu Labor Exchange**, Malibu, CA  
**Volunteer Translator**

September 2019 – March 2020

- Provided translation services for Spanish speaking residents applying for employment opportunities
- Communicated about open positions to applicants and helped them select appropriate positions to apply for
- Offered personal translation help and coordinated contract-based job opportunities to some residents

**Pepperdine Volunteer Center**, Malibu, CA  
**Step Up Day 9-11 Memorial Volunteer**

September 2017 – September 2018

- Volunteered as part of a team to plan the 9-11 Memorial at Malibu Bluffs

## ACADEMIC HONORS AND AWARDS

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Golden Key International Honor Society (2018 – Present)  
Dean's Scholarship for Academic Excellence (2017 – 2020)  
Phi Eta Sigma National Honor Society (2017 – Present)

## PRESENTATIONS

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Practicing resiliency. Pepperdine University, Social Science Division. April 2020.  
Top 10 in-demand leadership skills. Department of Human Services, December 2019.  
Building positive self-esteem in yourself and others (English & Spanish). Department of Human Services, August 2019.

## PROFESSORIAL MEMBERSHIP

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Member, American Sociological Association

September 2019 – Present

## SKILLS

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**Computer:** R Statistical Software; Microsoft Word, PowerPoint, Excel; Google Docs, Sheets, Slides

**Languages:** Bilingual in English and Spanish