Create a Résumé or Curriculum Vitae

Your resume or CV introduce you to potential employers, funding soures, or graduate programs. They are highly valuable representations of your efforts, so it is important to keep a professional, updated resume and/or CV on hand. Make the first impression a good one!

Résumé - A brief, concise overview of experiences and skills relevant to a specific opportunity. These make you stand out and help you to secure an interview.

- Short (~1 page) and eye-catching
- Adaptable
- Chronological order OR order of relation to opportunity

Curriculum Vitae (CV) - A lengthy, in-depth review of academic credentials and accomplishments. Some people have multiple CVs related to multiple roles (i.e. research, teaching, and administration).

- No page limit
- Static - Information frequently added, rarely subtracted
- Reverse chronological order

Full Name
(319) 335-8336
youremail@uiowa.edu

Objective
Further understanding of my field through research.

Education
B.S. Neuroscience, GPA 3.68 — Anticipated May 2022
Principles of Chemistry I
Writing for Science

Professional Experience
Wait Staff — Jun 2019 - present
Took food orders and delivered in timely fashion
Handled cash and credit card transactions
Maintained pleasant dining atmosphere

Volunteer Experience
UIHC Hospital Volunteer — Feb 2020 - present
Greeted visitors and directed to appointments
Restocked supplies for various units

Honors and Awards
Dean's List
Fall 2019
Spring 2020

Skills
Proficient in Excel, Word, MatLab

Added Qualifications
Multilingual (Spanish and ENglish)

Heading

Objective*

Education

Relevant Courses/GPA**

Professional Experience

Extracurricular/Volunteer Exp.

Honors/Awards

Skills

Publications and Presentations

Profesional affiliations/activities

Certifications/Liscensures

Research

Added Qualifications

Full Name
(319) 335-8336
icru@uiowa.edu

Education
B.S. Neuroscience, University of Iowa — May 2014
PhD Neuroscience, University of Iowa — Jul 2019

Professional Experience
Research Assistant, Example Lab — Jan 2015 - Jul 2019
Studied XYZ protein interactions in patients with early onset dementia.

Volunteer Experience
President, Graduate Student Professional Group — Sep 2017-Aug 2018
Invited and scheduled guest speakers
Convened and led group meetings
Advocated for graduate students in my area

Honors and Awards
Top Poster Award, Big discipline coference, April 2018

Publications
Myname, et al. "Really neat thing we found about neuroscience." Nature, volume X, issue Y, May 2019. Doi 0000000000.

Presentations
Myname, et al. "Amazing discovery improves prognosis for dementia patients."Discipline conference, April 2019.

*Objectives: Some people like to include these, but they are not necessary additions to your résumé.

**Relevant Courses/GPA: Unless specifically requested, these are not necessary parts of a résumé.