



The Center for the Study of Languages and Cultures



CVs for International Students

February 2, 2015



CVs for International Students



1. **CV Overview: What and Why**
2. Nuts and Bolts: How to write a CV
3. Tips for International Students
4. Exercise: Good and Bad Examples



CVs for International Students



What is a CV?

Curriculum Vitae = “course of life”

- an overview of your life's accomplishment
(academic accomplishments)
- A detailed listing of your educational achievements, publications, presentations, professional activities and honors

Marketing Tool – must be tailored for the job



CVs for International Students



CV vs Résumé

	CV	Résumé
Purpose	Full history of academic credentials: teaching, research, awards, & service	Brief snapshot of skills and experience that shows your ability to perform the job you seek
Length	No limit, often very long	Usually 1 page 2 pages at most
Occasion	Applying for Academic Positions	Applying for all other jobs



CVs for International Students



Group Exercise (groups of two)

In the US which of the following is found in a **CV**?
In a **Resume**? In Both? Neither?

Age

Marital Status

Contact Information

Number of dependents

Spouse's occupation

Health Condition

Current Photograph

Exhaustive list of Publications

Passport number

Relevant job experience

Education

Hobbies

Ethnicity

List of awards

Religion

List of References



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General Format



- Be consistent
- Do not mix formatting styles, fonts
- Define abbreviations/acronyms
- Do not list items twice to pad your CV
- Keep it current
- Use past tense, short phrases, action verbs, little punctuation, and bullets
- List content in reverse chronological order
- Label each page with number and name
- No need to label it “Curriculum Vitae”

Common Categories



- Identifying Information
- Educational Background
- Research/Teaching Experience
- Publications
- Presentations
- Honors/Fellowships/Awards
- Skills/Languages
- Professional/Organization Memberships
- Related Experience/Outreach
- References

Identifying Information



- Name, address, phone number (including mobile number), email (departmental and home)
- Name: 1-2 font sizes bigger than the rest, so it stands out
- URL with more complete information posted

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CHRISTOPHER M. OSBORNE

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Educational Background



EDUCATION

Ph.D. Candidate, University of Notre Dame, Notre Dame, IN

Christianity and Judaism in Antiquity, Hebrew Bible / Old Testament

Dissertation: "The 'Mystery' Concept in the Dead Sea Scrolls: Cosmic and Earthly Dimensions"

Advisor: James C. VanderKam

Committee: Gary A. Anderson, John P. Meier, Eugene Ulrich

M.Div. (2001), Yale University Divinity School, New Haven, CT

Emphasis in Hebrew Bible, *Magna cum laude*

B.A. (1994), St. John's University, Collegeville, MN

Biochemistry/Pre-Medicine

Research Experience



- List advisor or faculty leading the project
- In 1-3 bullets/phrases, describe the research and your role in it.

RESEARCH EXPERIENCE

Research Associate: The Notre Dame Study of Health and Wellbeing.

This project brings an elaborate multi-method approach and accelerated longitudinal design to understanding adult development and aging. Data across five years, three sets of daily diary data, and two rounds of qualitative interviews inform key aspects of the stress-and-coping process for adults at both midlife and older adulthood.

Postdoctoral Research Associate, Gerontology Laboratory, University of Notre Dame.

Research Assistant, Gerontology Laboratory, University of Notre Dame, Department of Psychology (August 2001-May 2007). Advised by Cindy Bergeman, Ph.D. Extensive involvement with:

- *The Longitudinal Study of Optimal Aging.*

Older adults were assessed five times over twelve years on various indicators of stress, physical and mental health, and both personal and community/social support resilience resources; daily diary data is also available on a subsample to investigate how long-term trends in adaptation compare to the daily lived experience of elders.

Teaching Experience



- List name and location of the institution where you taught, your title, dates
- Describe the course and your role in teaching it (formulated, assisted, devised syllabus, lectured, administered grades); 1-3 bullets/phrases

TEACHING EXPERIENCE

Instructor, University of Notre Dame

Fall 2005: "Foundations of Theology" (2 sections) – designed and am currently teaching introductory courses on the biblical, historical and theological foundations of Judaism and Christianity

Teaching Assistant, Professor Joseph Blenkinsopp, University of Notre Dame

Summer 2005: Summer M.A. course on the Pentateuch

Publications



- Bibliographic citations of articles, monographs, research, chapters in books, etc. that have already been published
- If you only have one publication, you might want to create a section called “publications and presentations”
- **Bold** your name so your place in the authorship list is easy see

PUBLICATIONS Pavlic, T.P., and K.M. Passino. Submitted. Foraging Theory for Mobile Agent Speed Choice. Engineering Applications of Artificial Intelligence.

CONFERENCE PUBLICATIONS Freuler, R.J., M.J. Hoffmann, T.P. Pavlic, J.M. Beams, J.P. Radigan, P.K. Dutta, J.T. Demel, and E.D. Justen. 2003. Experiences with a Comprehensive Freshman Hands-On Course – Designing, Building, and Testing Small Autonomous Robots. Proceedings of the 2003 American Society for Engineering Education Annual Conference & Exposition.

Presentations



- Describe the paper/talk with title, name of conference, dates, location
- Important - distinguish between invited presentations and others

PRESENTATIONS

- Emilia I. Hartland and Paul W. Huber, “Manganese-dependent Ribozymes in the 3’ Untranslated Region of localizing mRNAs”, talk presented at the 8th Annual Notre Dame Biochemistry Retreat, June 2005.
- Emilia N. Ivanova and Paul W. Huber, “The Displacement of *X.* transcription factor IIIA from 5S RNA by ribosomal protein L5”, talk presented at the 6th Annual Notre Dame Biochemistry Retreat, June 2001.
- Emilia N. Ivanova and Paul W. Huber, “Displacement of the transcription factor IIIA in 7S RNP from the ribosomal protein L5 in *X. laevis* oocytes”, poster presented at the 5th Annual Notre Dame Biochemistry Retreat, June 2000.

Honors / Fellowships / Awards



- List all fellowships, scholarships, grants, teaching, or research awards with the name of the related institution and dates
- Describe unfamiliar awards
- Provide details about funding/prestige

Honors and Scholarships

Graduate Fellowships

- *NSF Graduate Fellowship*. Received stipend for 3 years and \$10,000 for research supplies and travel per year. (2005, 2006, and 2008)
- *University of Notre Dame Environmental Research Center Fellowships*. Received summer stipend, housing, and funds for research supplies. (Summers 2004, 2005, 2007, 2008)

Skills or Languages



- List any skills or languages that are particularly important in your field
- Skills: interpersonal, leadership, organizational, analytical, computer/software
- Include context of where you have used skills

Other

- Written job advertisements, interviewed, and hired technicians and undergraduate researchers
- Familiar with DNR permit application, renewal, and reporting procedures
- Completed ESRI Instructor Led Course: Intro to ArcGIS I (Spring 2008)
- Proficient at communicating with and quickly learning a variety of computer programs
 - Programs: Microsoft Office (Word, PowerPoint, Excel, Publisher), ArcGIS, SYSTAT, SAS, Sigma Plot, R, Adobe Acrobat

Related Professional Experience

- Other experiences

RELATED PROFESSIONAL EXPERIENCE

Organizer, “Reading between the Lines: Scripture and Community in the Dead Sea Scrolls,” a Notre Dame symposium in honor of James C. VanderKam. Participants include Gary A. Anderson, Moshe Bernstein, John J. Collins, Menahem Kister, Hindy Najman, Carol Newsom, Lawrence Schiffman, Eugene Ulrich, and papers will be published in a special issue of *Dead Sea Discoveries*.

Co-Owner, Breadsmith, South Bend, IN

August 2002 – Present: My wife and I own and operate a kosher artisan bread company which we opened in 2002 in South Bend, IN. My duties primarily involve eating, though occasionally I fix things when they break and fill in for sick employees

Project Coordinator, Eikon Biblical Images Database, Yale University Divinity School

2000-01: Supervised by Professor Harry Attridge; scanned, electronically formatted, and annotated images for the database to be used as a scholarly and pedagogical resource; instructed others in the use of this resource

Professional Memberships



- List organizations to which you belong (indicates enthusiasm for field of study and good citizenship)

PROFESSIONAL MEMBERSHIPS

- Society for Historians of the Early American Republic
- Historical Society of Western Pennsylvania
- Phi Alpha Theta, Alpha Alpha Lambda Chapter

References



- List at end of CV
- 3-5 references: name, title, institution, location, telephone, email
- Make sure to ask faculty to be references. Tell them as much as possible about why you want the job.

Other common categories



Areas of Expertise/Concentration
Teaching Experience
Language Competency
Administrative Experience
Departmental Leadership
Internships
Work Submitted/Work in Progress
Assistantships
Committee and Service Work
Publications
Professional Papers

Academic Training
Leadership and Activities
Education
Scholarly Presentations
Professional Studies
Workshops/Conventions
Thesis/Dissertation
Conference Leadership
Professional Competencies
Grants
Distinctions



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Tips:

Do not list items more than once

Do not include:

- Awards from high school

- Personal information or a Photograph

- GPA or TOEFL scores

- Transcripts

Make sure contact information is up-to-date and professional

Have two native-English speakers read you CV

- Make an appointment with Justus or Larry

- And someone in your field