

# Curriculum Vitae/Resume for Undergraduate Biologists

UNIVERSITY OF  
PITTSBURGH

**studentaffairs**  
CAREER DEVELOPMENT AND  
PLACEMENT ASSISTANCE

## What is a Curriculum Vitae (CV) or a Resume?

A CV or Resume is an organized listing of your qualifications and experiences to show what you can do and what you know in a succinct and structured format. It is often read quickly by people evaluating you for a job, school admission or funding.

## Tips for writing the CV or Resume

1. Begin by “braindumping.” Write down everything you have done, particularly as it relates to the position for which you are applying.
2. Anticipate your audience. Who will read this and what do they want to know about you to evaluate you quickly?
3. Organize the information into categories. Choose category headings that relate to the position and place them in order of importance, with most relevant section first. Use intentional headings. For example if you are applying for a Lab Technician position, have a Laboratory Experience section.
4. Begin descriptions or bullet points with an action verb. Include specifics (locations, dates, names etc.) to connect with audience and lend credibility.
5. Focus on readability. Be sure that the reader can easily find and understand what they are looking for. Be clear and concise to best advertise your strengths. Be neat and simple. Use one type of standard font, do not go below 10pt font. If your CV is multiple pages, record your name and the page number on the top right side of the page.

PROOFREAD! PREOOFREAD! PROOFREAD! PREOOFREAD! PROOFREAD! PREOOFREAD! PROOFREAD! PREOOFREAD! PROOFREAD!

## Example category headings/subgroups. You won't use all of them as it is better to have a number of listings within one category.

- Contact Information (include long-term email and phone)
- Education (include major Scholarships and Academic Awards). Anticipate major and graduation date.
- Research Experience (each listing must include name of lab PI, location, brief project description, dates)
- Research/ Biology Relevant Coursework
- Academic Course Research Projects (many of our lab courses include authentic research)
- Research fellowships, honors, awards
- Laboratory Skills (may be included within Research Experiences or Academic Research Projects)
- Teaching Experience
- Leadership/Mentoring Experience
- Publications (submitted, accepted)
- Conference or Workshop Presentations (may also list attendance at (inter)national meetings)
- (Noteworthy) Proficiencies/Skills (NOT those expected of all college students)
- Areas of Expertise/Knowledge/Experience
- Work History (try to fit in above categories if possible)
- Extra-Curricular Activities (try to fit in above categories if possible)
- Fellowships and Honors and Awards
- Certifications/Licensures
- International Experience/Foreign Languages
- References

PROOFREAD! PREOOFREAD! PROOFREAD! PREOOFREAD! PROOFREAD! PREOOFREAD! PROOFREAD! PREOOFREAD! PROOFREAD!

# POWER VERBS

## Research Skills

analyzed  
clarified  
collected  
compared  
conducted  
critiqued  
determined  
diagnosed  
evaluated  
examined  
extracted  
identified  
inspected  
interpreted  
interviewed  
investigated  
organized  
reviewed  
solved  
summarized  
surveyed  
systematized  
tested

## Creative Skills

acted  
conceptualized  
created  
designed  
developed  
directed  
established  
fashioned  
founded  
illustrated  
instituted  
integrated  
introduced  
invented  
originated  
performed  
planned  
revitalized  
shaped

## Technical Skills

assembled  
built  
calculated  
computed  
designed  
devised  
engineered  
fabricated  
maintained  
operated  
overhauled  
programmed  
remodeled  
repaired  
solved  
upgraded

## Management Skills

administered  
analyzed  
assigned  
attained  
chaired  
contracted  
consolidated  
coordinated  
developed  
directed  
delegated  
evaluated  
executed  
improved  
increased  
organized  
oversaw  
planned  
prioritized  
produced  
recommended  
reviewed  
scheduled  
strengthened  
supervised

## Teaching Skills

adapted  
advised  
clarified  
coached  
communicated  
coordinated  
developed  
enabled  
encouraged  
evaluated  
explained  
facilitated  
guided  
informed  
initiated  
instructed  
persuaded  
set goals  
stimulated  
trained

## Administrative Skills

approved  
arranged  
catalogued  
classified  
collected  
complied  
dispatched  
executed  
generated  
implemented  
inspected  
monitored  
operated  
organized  
prepared  
processed  
purchased  
recorded  
retrieved  
specified  
tabulated

## Helping Skills

assessed  
assisted  
clarified  
coached  
counseled  
demonstrated  
diagnosed  
educated  
expedited  
facilitated  
familiarized  
guided  
referred  
rehabilitated  
represented

## Communication Skills

addressed  
arbitrated  
arranged  
authored  
corresponded  
developed  
directed  
drafted  
edited  
enlisted  
formulated  
influenced  
interpreted  
lectured  
mediated  
moderated  
motivated  
negotiated  
persuaded  
promoted  
publicized  
reconciled  
spoke  
translated  
wrote