**Writing Your Curriculum Vita (CV)**

**WHAT TO INCLUDE ON A CV**

* Identifying information
  + First and last name, middle initial optional centered on top of first page
  + Phone number, addresses (home and school), email
* Objective Statement – may focus on academic/research interests
* Educational History
  + College or University, GPA if 3.0 +, Degree, Major/Minor, Grad. year
  + Foreign languages studied, travel abroad experience
* Research Experience and Interests
* Professional Experience
  + Internships, job shadowing, and related jobs
* Publications
* Presentations
  + Description of paper, title, name of conference, dates and location
* Teaching Experience
* Honors and Awards
  + Elected offices held, assistantships, scholarships (merit based), fellowships
* Professional Affiliations
  + Local, state, regional and national associations in which you’re involved
* Professional Development
  + Programs, conferences, and workshops attended (if you have led any such sessions, list under a Teaching Experience section)

**DIFFERENCE BETWEEN A RÉSUMÉ AND A VITA**

|  |  |  |
| --- | --- | --- |
|  | **RÉSUMÉ** | **CURRICULUM VITA** |
| **LENGTH** | 1 page (unless Education major or have extensive related experience) | Multiple pages (no limit) |
| **FOCUS** | Work experience, education | Academia: research, teaching or presentations, related work experience, publications, etc. |
| **USES** | Job and internship applications | Graduate school applications, professional membership applications, scholarships, grant proposals, higher education positions |
| **GOALS** | * To summarize and highlight experience related to position you are seeking * Market relevant competencies and accomplishments * Motivate an employer to schedule an interview with you | * To highlight experience related to field of study/expertise * To summarize professional involvement and exhibit motivation in field of study |

**Writing Your Curriculum Vita (CV)**

Checklist:

* Used strong verbs when describing experience
* Did not include high school information or overly personal information
* Kept information in reverse chronological order

**SAMPLE FORMATS FOR CITING RESEARCH AND PRESENTATIONS**

Johnson, W.M. (April 2008) The Media and its Impact on American Politics. Presented at the Manchester College 10th Annual Student Research Symposium. Manchester College. North Manchester, IN.

*Physico-chemical properties of porous media*, SPE/UA Emerging Technologies Conference, Houston, TX- October 12, 2007.

**ACTION WORDS TO DESCRIBE EXPERIENCE**

accelerated developed increased participated reviewed

accomplished designed influenced performed revised

achieved directed initiated pinpointed scheduled

adapted effected instructed planned set up

administered eliminated interpreted proficient in simplified

analyzed established launched programmed solved

approved evaluated led proposed structured conceived expanded lectured proved streamlined

conducted expedited maintained provided supervised

completed facilitated managed recommended supported

controlled found mastered reduced taught

coordinated generated motivated reinforced trained

created implemented operated reorganized translated

delegated improved originated revamped utilized

demonstrated organized won

**QUESTIONS TO ANALYZE ACADEMIC EXPERIENCE & INTERESTS**

* Do you have any experience educating others? (training, presenting, lecturing, teaching, etc.)
* Have you conducted research, presented research findings, or published any articles?
* Do you have experience with data analysis software or other software related to the field?
* What transferable skills (skills that relate to the job or graduate program for which you are applying) have you developed as a result of each experience?
* What were your job responsibilities? How did they change and/or develop over the course of the experience?
* Did you supervise anyone? Did you assume any leadership roles? Did you work independently? As a team?
* Can you quantify the results of your work? (e.g. number of customers served, percentage increase in sales or increase in membership, number of lessons developed and taught)
* Did you organize or analyze information? Did you plan and organize events?

**IMASYKE N. UTT**

inutt@spartans.manchester.edu

**(260) 982- 5809**

**CURRENT ADDRESS** **HOME ADDRESS**

604 E. College Ave., Box 659 128 Bear Paw Drive

North Manchester, IN 46962 Fort Wayne, IN 46815

**OBJECTIVE** Obtain a PhD in Neuropsychology

**EDUCATION** **Bachelor of Arts in Psychology**, anticipated May 2014

Manchester University, North Manchester, IN

Minor: Peace Studies

Cumulative GPA: 3.4

Major GPA: 3.8

**ADDITIONAL**

**COURSEWORK Neuropsychology course, Fall 2013**

* Reviewed neuroanatomy, neurological and neuropsychological conditions

**Mediation and Conciliation course, Fall 2012**

* Developed knowledge of the mediation process during mock-situations

**Conflict Resolution course, Spring 2012**

* Practiced and utilized peaceful interpersonal resolution

**RELEVANT**

**EXPERIENCE *Intern*, Fort Wayne Neurological Center: Pediatric Neurology Institute**

Fort Wayne, IN, Fall 2013

* + - Evaluated patients with juvenile neurological disorders
    - Contacted clients to expedite communication
    - Researched Assessment and Instruction of High-Achieving Students
    - Facilitated presentation on Autism Spectrum Disorders

***Student Assistant,* Psychology Department**

**Manchester University, Fall 2010-Present**

* Composed a grant to obtain financial assistant for service project
* Communicated with faculty to prioritize projects
* Conducted research with faculty

***Intern*, Indianapolis Peace Institute**

Indianapolis, IN, Summer 2012

* Taught peer mediation to 30 children
* Composed publication for Environmental Education Association of Indiana
* Initiated Justice and Conflict Transformation organization for 10 adults

**RESEARCH**

**EXPERIENCE** Utt, I.N. (April 2011) The Media and its Impact on American Politics. Presented at the Manchester College 10th Annual Student Research Symposium. Manchester University. North Manchester, IN.

Utt, I.N., Johnson, S.D. (March 2011) The Media and its Impact on American Politics. Presented at the 20th Annual Peace Studies Conference. LeMoyne College. Syracuse, NY.

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**TEACHING**

**EXPERIENCE *Peer Counselor,* Manchester University Reconciliation Service**

Manchester University, Spring 2012-Present

* Train student mediators to use mediation process
* Contact disputants in order to discuss conflicts
* Facilitate mediation process
* Utilize skills in active listening and communication

***Teaching Assistant*, Peace Studies Department**

Manchester University, Fall 2011- Fall 2012

* Presented 5 lessons to introductory level courses
  + - Supervised students during class
    - Evaluated students’ exams and papers

**OTHER WORK**

**EXPERIENCE *Administrative Assistant*, Petersime Chapel**

Manchester University, Fall 2011-Present

* Recruited students for participation in activities
* Designed and produced publicity posters
* Coordinated student events in the chapel

***Desk Assistant,* Oakwood Hall**

Manchester University, Fall 2011

* Conversed with residents
* Utilized knowledge to answer questions
* Sustained a log of distributed materials

**HONORS/**

**AWARDS** Dean’s List, Manchester University 2011-2014

Psi Chi, Member, 2011-2012

Presidential Scholarship, Manchester University, 2011

Honor’s Program, Manchester University, 2011-2014

**PR PROFESSIONAL**

**DEVELOPMENT** Indiana Psychological Association Fall Conference, Fall 2012

Celebrating Diversity Workshop, Spring 2012

Prejudice Reduction Workshop, Fall 2011

Crisis Intervention and Prevention Workshop, Spring 2011

A Day of Peace Workshop, Fall 2011

**ACTIVITIES** Psychological Society, Member, 2011-2014

Campus Ministry Board, Member, 2011-2014; Co-chair, 2013-2014

Amnesty International, Member, 2011-2013, President, 2012-2013

Co-Exist, 2011-2013

Student Orientation Leader, 2012-2013

Manchester Singers and Choral Society, 2011-2012

**Olive L. Earning**

earning@spartans.manchester.edu 604 E. College Avenue, Box 456

(260) 982- 5000 North Manchester, Indiana 46962

**OBJECTIVE**

Earn a PhD in Bio-Chemistry and perform research with medicinal and

biological applications

**EDUCATION**

Manchester University, North Manchester, Indiana

Bachelor of Science, May 2014

Major: Biology-Chemistry

GPA: 3.1

Foreign Language: Conversational Spanish (4 years of study)

**RESEARCH EXPERIENCE**

Fall 2013 **Research Assistant,** Applied Sciences

Manchester University, North Manchester, IN

* Researched Presenting Symptoms of Hemorrhagic strokes, ischemic strokes, and transient ischemic attacks
* Performed statistical analyses
* Determined statistical significance of a retrospective chart review
* Developed 25 page research paper

Fall 2012 **Independent Researcher**

Manchester University, North Manchester, IN

* Conducted research on Physico-chemical properties of porous media
* Collected and analyzed qualitative and quantitative data
* Developed 3 literary reviews
* Worked with SPSS to calculate frequencies and descriptive statistics

**RESEARCH PRESENTATIONS**

Spring 2013*Presenting symptoms of hemorrhagic strokes, ischemic strokes, and transient ischemic attacks*, Manchester University Student Research Symposium, North Manchester, IN

Spring 2012*Physico-chemical properties of porous media*, SPE/UA Emerging

Technologies Conference, Houston, TX

**RESEARCH INTERESTS**

1. Physico-chemical properties of porous media

2. The application of synthetic chemical expertise to problems of enzymology, biosynthesis, and structure-based drug design

3. Cell cycle and developmental regulation of the initiation of DNA replication in eukaryotes

**Earning 2**

**PROFESSIONAL EXPERIENCE**

Fall 2011-present **Biology Lab Assistant**

Manchester University, North Manchester, IN

* Utilize expertise to address students’ biology-related questions
* Supervise students during lab hours
* Evaluate lab reports

Fall 2012-present **Chemistry Tutor**

Manchester University, North Manchester, IN

* Assist students with subject related concerns and questions
* Interact with students in an informal educational setting

Fall 2011-present **Student Health Assistant**

Manchester University, North Manchester, IN

* Assist ill and injured students
* File charts and took vitals
* Organize health-related workshops

**PROFESSIONAL DEVELOPMENT**

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Fall 2011-Present Science Seminar, Manchester University

* Weekly participation in science-related presentations and activities

Spring 2013 Issues in the Workplace, Manchester University

Fall 2012 Pre-Professional Workshop, Manchester University

Spring 2012 Leadership Workshop, Manchester University

**EMPLOYMENT**

Summer 2012, 2013 **Admissions Recruiter**.

Manchester University, North Manchester, IN

* Contacted prospective students via telephone and mail
* Organized and led campus visit day
* Conducted campus tours
* Represented Manchester College at Church of the Brethren camps in the Midwest and at YouthPRIDE

Summer 2011, 2012 **Stockroom Assistant**

Cooper Power Tools, Hicksville, OH

* + Prepared and organized tool orders for assembly department
  + Demonstrated attention to detail, packaging tools for shipment

**HONORS AND ACTIVITIES**

Graduate with honors 2014

Senior Leadership Award Nominee 2014

American Chemical Society, Member 2011-2014

All American Scholar 2011-2014

Dean’s List 2011-2014

Manchester University Dean’s Scholarship 2011-2014

A. Blair Helman Hall Council, President 2012-2013

National Dean’s List 2011-2013