

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



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Undergraduate CV Samples

Nancy M. Solano

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EDUCATION

Pepperdine University, Malibu, CA

May 2025

Bachelor of Science in Sports Medicine

- **Honors:** Dean's Scholarship for Academic Excellence (2021 2024); Golden Key International Honor Society (2022 Present); Phi Eta Sigma National Honor Society (2021 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 2022 – Present

Research Assistant under Dr. Cooker Perkins Storm, Ph.D., Exercise Physiology (Sept. 2024 – 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 2024

Research Assistant under Dr. Ken Henisey, Ph.D., Physics (May 2023 – Oct. 2023)

- 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. 2023 – Sept. 2023)

- 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 2022 – Apr. 2023)

• 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. 2023 - Present

Classroom Apprentice, Human Anatomy under Dr. Cooker Perkins Storm, Ph.D., Exercise Physiology (Sept. 2023 – 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. 2023 – Dec. 2023)

- 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, Fiji

May 2022, May 2024

Study Abroad Program Participant

- 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

Perkins Storm, C.C., White, E., & Kern, K.L. (2023). A meta-analysis of resistance exercise and pregnancy. Manuscript in preparation. Perkins Storm, C.C., & Kern, K.L. (2023). Effects of high-intensity, resistance exercise during pregnancy on child's health five years post-birth. Manuscript in preparation.

LEADERSHIP AND UNIVERSITY SERVICE

Pepperdine University, Malibu, CA

Sept. 2022 - Apr. 2024

Secretary, Pepperdine Ambassadors Council (Aug. 2023 – Apr. 2024)

- 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. 2023 – Dec. 2023)

- 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 (Sept. 2022 – Apr. 2023)

- 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

- 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

(310) 506-4000 | Avery.dylan@pepperdine.edu

EDUCATION

Pepperdine University, Malibu, CA

April 2025

Bachelor of Arts in Sociology

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

International Rescue Committee, Sacramento, CA

June 2023 - August 2024

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 2022 – August 2022

- 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

Pepperdine University, Malibu, CA

August 2023 – April 2024

- **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 2022 – April 2023

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

Alpha Phi, Malibu, CA

November 2023 – 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

Malibu Labor Exchange, Malibu, CA

September 2022 – March 2023

Volunteer Translator

- 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 2022 – September 2023

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

ACADEMIC HONORS AND AWARDS

Golden Key International Honor Society (2023 – Present) Dean's Scholarship for Academic Excellence (2022 – 2023) Phi Eta Sigma National Honor Society (2022 – Present)

PRESENTATIONS

Practicing resiliency. Pepperdine University, Social Science Division. April 2024. Top 10 in-demand leadership skills. Department of Human Services, December 2023. Building positive self-esteem in yourself and others (English & Spanish). Department of Human Services, August 2023.

PROFESSIONAL MEMBERSHIP

Member, American Sociological Association

September 2023 – Present

SKILLS

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

Languages: Bilingual in English and Spanish