

WRITING A CURRICULUM VITAE (CV)



What is a Curriculum Vitae/CV?

A curriculum vitae or CV is similar to a resume in that it provides an overview of your professional and educational experience. The difference between the two primarily lies in content and purpose. A CV is typically developed for application for teaching or research positions in a university or research setting. A resume is prepared for employers outside the academic environment.

Content

The CV should begin with **name**, **contact information** (including email), and **education**. Information listed under education, teaching, research, service, or other categories should generally be listed in reverse chronological order, with the most recent listed first.

Education: Include the name of the colleges or universities attended, city and state of each, degrees earned, area(s) of study, and graduation dates. List the title of each thesis/dissertation, as well as the primary advisor.

Beyond this basic information, category headings used within CVs may vary widely. However, there are certain major areas that require mention, regardless of specific headings used. These are:

- Teaching
- Research
- Service

Teaching: List all teaching fellowships, assistantships, or any other experiences working with students in a classroom/laboratory setting. You may also choose to list teaching interests or similar categories.

Research: Include all relevant research experience in your area of specialization. You may choose to list publications, conference presentations and any other evidence of scholarly work in this section.

Service: Include service to the university or community. You may also include professional associations, volunteer work, committee membership, etc. in this section.

Format

As mentioned above, it is important to incorporate evidence of teaching, research, and service in your CV, but choice of category headings to cover these areas is purely subjective. Most CVs include a sampling of the category headings listed below. Choose category headings that emphasize your particular strengths and achievements.

Also, depending on the position to which you are applying, it may make more sense to rearrange categories. For instance, if you are applying for a college teaching position where teaching is the focus, it is recommended to focus on that general area early in the CV. If research is the primary focus of the institution to which you are applying, listing research-related categories near the beginning of the CV will be most effective.

References

Be sure to end your CV with a short list of references, if possible. Supply the name, address, telephone/fax number and email address of 3 -6 individuals who can comment on your ability to succeed in the position for which you are applying.

Choose your references wisely, i.e., persons who know you and your work well, and think about choosing people with high external visibility. Be sure to ask their permission before submitting their names.

Whenever you provide reference information to an institution, advise your referees that they may be contacted. Keep them up-to-date on your professional activities and provide them with a copy of your CV.

Final Tips

- Length:
2 to 4 pages for a new professional
4 to 7 pages for a person with more experience
10 pages maximum
- Omit reference to marital status, children, health, spouse's work, religious affiliation, and date of birth
- Do not include headings such as "Curriculum Vitae", "Personal Information", or "Name"
- Use action verbs to begin every job description
- Add a header with name and page number to each page after the first
- Be sure to have a counselor at UCS critique your CV when you have completed your draft

Sample Category Headings

Education
Educational Background
Professional Studies
Academic Background
Academic Training
Degrees
Dissertation
Comprehensive Areas
Master's Project
Thesis

Professional
 Competencies
Course Highlights
Educational Highlights
Proficiencies
Areas of Knowledge
Areas of Expertise
Areas of Concentration in
 Graduate Study
Graduate Fieldwork
Graduate Practica
Specialized Training
Internships
Teaching Assistantships
Research Assistantships

Teaching Interests
Academic Interests
Research Interests
Educational Interests
Postdoctoral Experience
Professional Interests
Professional Experience
Professional Overview
Professional Background
Academic Appointments
Teaching Experience
Teaching Overview
Experience Summary
Professional Summary
Experience Highlights
Related Professional
 Experience
Research Appointments
Research Experience

Academic
 Accomplishments
Professional
 Achievements
Career Achievements
Career Highlights
Background
Research Overview
Administrative Experience
Consulting Experience
Related Experiences
Academic Service
Advising

Professional Service
Professional Development
University Involvement
Service
Outreach
Leadership
Major Committees
Committee Leadership
Departmental Leadership
Professional Association
Advisory Boards
University Assignments
Advisory Committees
National Boards
Conferences Attended
Conference Participation
Conference Presentations
Conference Leadership
Workshop Presentations
Convention Addresses
Invited Addresses
Invited Lectures
Lectures and Colloquia
Scholarly Presentations
Programs and Workshops
Professional Activities
Presentations and
 Publications
Abstracts
Publications
Scholarly Publications
Scholarly Works
Bibliography
Books
Chapters
Editorial Boards
Professional Papers
Technical Papers
Refereed Journal Articles
Editorial Appointments
Articles/Monographs
Reviews
Book Reviews
Multimedia Materials
Selected Presentations
Research Awards
Research Grants
Funded Projects
Grants and Contracts
Patents
Exhibits/Exhibitions
Arrangements/Scores
Performances
Recitals

Scholarships
Fellowships
Academic Awards
Honors
Distinctions

Activities and Distinctions
Honors and Awards
Professional Recognition
Prizes
College Activities
Awards
Affiliations
Memberships
Professional Memberships
Memberships in Scholarly
 Societies
Professional Organizations
Honorary Societies
Professional Societies
Professional Certification
Certification
Licensure
Endorsements
Special Training

Foreign Study
Study Abroad
Travel Abroad
International Projects
Languages
Language Competencies

NADINE MARIE GILL

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Sample 1: Academia

EDUCATION:

University of North Carolina at Chapel Hill

Ph.D. in Musicology, May 200x

Dissertation: *Accompanied Recitative in Mozart's Operas: "The Chef d'Oeuvre of the Composer's Art"*

Advisor: Mark Evan Bonds

Master of Arts in Musicology, December 199x

Thesis: *Opus Organization in Haydn's String Quartets*

University of North Carolina at Greensboro

Graduate courses in Choral Conducting, Vocal Pedagogy, and Musicology, 1/9x to 5/9x

Woodbrooke (International Quaker Study Center and Institute)

Birmingham, England

Post-Graduate studies in Theology and Interfaith Issues, 9/9x to 7/9x

Greensboro College, Greensboro, NC

Bachelor of Music in Vocal Performance, 5/9x

Graduated Magna Cum Laude

ACADEMIC HONORS:

Dissertation Fellowship

One of ten students awarded a dissertation fellowship out of a university-wide pool of applicants. Award given to Ph.D. students at the University of North Carolina at Chapel Hill in the final stages of their dissertations. 12/0x

Smith Graduate Research Fund Grant

Awarded by the University of North Carolina at Chapel Hill to support dissertation research. 10/0x

Graduate School Travel Grant

Awarded by the University of North Carolina at Chapel Hill Graduate School to selected Ph.D. students to assist them in presenting their research at national conferences. 12/0x

Graduate Student Grant and Stipend

Award given to promising graduate students to attend *Opera Buffa in Mozart's Vienna: Contexts and Comparisons*, a conference sponsored by the National Endowment for the Humanities. 9/9x

International Fellowship Recipient

Woodbrooke (International Quaker Study Center and Institute), 9/9x to 7/9x

Jefferson Standard Scholar

Merit scholarship awarded to exceptional entering first-year college women at Greensboro College. 8/9x to 5/9x

**TEACHING
EXPERIENCE:**

North Carolina Wesleyan College, Rocky Mount, NC

Adjunct Professor, 11/9x to present

- Teach *Music Appreciation* for the adult degree program
- Instruct students on the elements of music and the history of western European music in an accelerated format designed for adult students who work full-time
- Stress interactive teaching style
- Revised the syllabus at program director's request

University of North Carolina at Chapel Hill

Teaching Assistant, 8/9x to 5/9x

- Team-taught *Survey of Western Classical Music*, a music appreciation course for non-music majors
- Covered the elements of music and western music history from the Renaissance to the 20th century within one semester
- Facilitated discussions, presented new material, clarified concepts, designed and evaluated writing assignments and exams

Teaching Assistant, 8/9x to 5/9x and 8/9x to 12/9x

- Team-taught *World Music*, a music appreciation course for non-music majors
- Surveyed art, pop and folk music from around the globe
- Attended and analyzed local cultural events with students as part of the course
- Supervised group projects and facilitated discussion
- During 199x-199x taught the course with an ethnomusicologist; in 199x taught the course a second time under an anthropologist

Teaching Assistant, 8/9x to 5/9x

- Team-taught *Masterpieces of Music*, a music appreciation course for non-music majors
- Focused on the elements of music and the main forms of western European music (e.g. opera, symphony, lieder, chamber music, etc.)
- Clarified concepts, offered constructive criticism on students' writing, designed and evaluated assignments, papers and exams

Teaching Consultant, 8/9x to 5/9x

- Teaching consultant for *The Center for Teaching and Learning*
- Co-led workshops on various teaching techniques including leading effective discussions, alternatives to the lecture method, and responding to different learning styles
- Observed and critiqued TAs from different departments, developed and coordinated TA training programs, facilitated roundtables on various teaching issues, organized a day-long conference on teaching

Voice Instructor, 8/9x to 5/9x

- Taught singing to non-music majors
- Students received individual lessons one hour per week

Voice Teacher, Private Studio, 1/9x to present

- Give weekly voice lessons to students with a wide range of experience levels and diverse interests

**PAPERS &
PUBLICATIONS:**

Still Verse: Versi sciolti in Mozart's Da Ponte Operas, Kentucky Foreign Language Conference, Music and Italian Poetry Session, University of Kentucky. April 24, 200x

The Noble, the Sentimental, and the Supernatural: Uses of Accompagnato in Mozart's Operas, American Society for Eighteenth-Century Studies, Mozart Society of American Session, Milwaukee, Wisconsin. March 28, 200x

"The Orchestra Speaks for Him": The Instrumental Music in Mozart's Accompanied Recitatives, American Musicological Society Annual Meeting, Boston, Massachusetts. October 28, 200x

The North Carolina Symphony Within the Triangle and Across the State, Music and Urban Livability, A Charles and Shirley Weiss Urban Livability Program, University of North Carolina at Chapel Hill. April 24, 200x

Crayons, Paper, Music: A Brief Tour Through Music History, Celebration of Teaching: An Interactive Teaching Symposium, University of North Carolina at Chapel Hill. April 18, 200x

Accompanied Recitative in Mozart's Operas, Modern Language Association, Lyrica Society Session, Toronto, Canada. December 29, 200x

Do We Treat Music as We Would a Human Being? The Relationship of Music and Language and Its Implications For Feminist Musicology, Feminist Theory and Music 4, University of Virginia. June 6-8, 199x. Previous version presented at *Inroads: Women and Gender Across the Academic Landscape*, Duke University. February 1, 200x

"Cosa sento" Revisited: Recitative Interpolations in Mozart's Operas, American Musicological Society, Southeast Chapter Meeting, University of South Carolina. February 22, 199x

Hildefard con Bingen and Eighteenth-century Women Composers, Women in Music Symposium, University of North Carolina at Chapel Hill. February 15, 199x

Opus Organization in Haydn's String Quartets, American Musicological Society, Southeast Chapter Meeting, University of North Carolina at Chapel Hill. March 16, 199x

Mad Woman? Monster? Or?: Mozart's Last Heroine, Bodies of Knowledge: Graduate Research Conference, Duke University. October 28, 199x

Expanded version published in the conference proceedings

The Transformation of Vitellia: Some Thoughts on Mozart's Last Heroine, Women Across the Disciplines, University of North Carolina at Chapel Hill. March 18, 199x

**CONFERENCE OR
SYMPOSIUM
COORDINATION:**

Grant writer and Coordinator, *Incorporating Dance into the Music Classroom: A Teaching Enrichment Seminar*, University of North Carolina at Chapel Hill. March 28, 199x

Coordinator and Moderator, *Strategies for Today's Job Market: A Panel Discussion*, American Musicological Society, Southeast Chapter Meeting, North Carolina Central University. September 27, 199x

CONFERENCE OR SYMPOSIUM COORDINATION (continued):

Grant writer, Coordinator, and Roundtable Facilitator, *Teaching Music at the College Level: A Symposium*, University of North Carolina at Chapel Hill. April 19, 199x

Developer, Coordinator, Session Moderator, *A Celebration of Teaching: A Teaching Symposium by and for Graduate Teaching Assistants*, University of North Carolina at Chapel Hill. April 5, 199x

Developer, Co-Facilitator and Panelist, *Womanist Issues in the Classroom Roundtable, Feminist Negotiations: Graduate Research Symposium*, University of North Carolina at Chapel Hill. March 1, 199x

PROFESSIONAL ACTIVITIES:

EDITING AND WRITING:

Editorial Assistant, *Garland Encyclopedia of World Music*

- Revised articles for editor of European section, 3/9x to 7/9x

Program Note Writer, *Duke University Chamber Arts Concert Series*, 9/9x to 4/9x

Program Note Writer, *Duke University Fine Arts Concert Series*, 9/9x to 4/9x

ADMINISTRATIVE:

Coordinator and Lecturer, *North Carolina Symphony Pre-concert Conversations Chapel Hill Series*, 9/9x to 5/9x

- Delivered presentations, scheduled guest speakers, and facilitated discussions

Assistant to Festival Coordinator, *Carolina Jazz Festival*, 8/9x to 4/9x

- Liaison between guest artists and speakers and the festival coordinator
- Co-facilitated a day-long symposium on Thelonious Monk and his music, assembled information for program booklet, contacted corporate donors, coordinated travel arrangements for festival participants

CHORAL CONDUCTING:

Music Director, *Springfield Friends Meeting*, 11/9x to 10/9x

- Conducted the adult and children's choirs. Planned, prepared, and presented music for worship services
- Taught basic music skills to adults and children

Soprano Section Leader, *Choral Society of Greensboro*, 9/9x to 7/9x

UNIVERSITY AND COMMUNITY SERVICE:

Teaching Committee, *UNC-Chapel Hill Music Department*, 1/9x to 8/9x

- The committee revised how teaching assistants are selected, trained, supervised and evaluated
- Facilitated in-service training

Advisory Committee, *UNC-Chapel Hill Center for Teaching and Learning*, 5/9x

- The committee explored ways of expanding the training and mentoring of graduate teaching assistants and the possibility of developing a college-teaching certification program

UNIVERSITY AND COMMUNITY SERVICE (continued):

Student Representative, *Southeast Chapter of the American Musicology Society*, 4/9x

Lecture Committee, *UNC-Chapel Hill Music Department*, 3/9x to 4/9x

- Selected guest speakers for the 199x-199x lecture series in Musicology

Guest Speaker, *North Carolina Symphony*, 10/9x

“An Opera About Opera: Mozart’s *The Impresario*”

Guest Speaker, *North Carolina Symphony*, 11/9x

“Mozart’s Concerto in A major (K488) and Eighteenth-Century Concepts of Concerto Form”

Ambassador, *Friendship Force*, 7/9x & 7/9x & 8/9x

- Served as peace ambassador on exchanges to Ukraine, eastern and western Germany, Latvia and Estonia
- Goal of the program is to foster international understanding

Conversation Partner, *University of North Carolina at Chapel Hill*, 10/9x to 8/9x

- Helped foreign students improve their English language skills

REFERENCES:

Dr. Mark Eagan
(former faculty advisor at the University of North Carolina at Chapel Hill)
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Objective A pharmaceutical research scientist position.

Education **University of North Carolina at Chapel Hill**
 Ph.D. in Organic Chemistry
 Research Advisor: Professor Maurice S. Brookhart
 Expected May 200x

University of Florida
 M.S. in Organic Chemistry
 Research Advisor: Professor William M. Jones
 August 199x

B.S. in Chemistry
 December 199x

Research Experience Ph.D. Dissertation Research (University of North Carolina at Chapel Hill)
Synthesis and Chemistry of Low Valent Fe and Cr Complexes Incorporating Chelating Perfluoroalkyl Phosphine Ligands: Synthetic Approaches to Alkane Complexes.

M.S. Thesis Research (University of Florida)
The Substituent Effect of 1, 2, 3, 4, 5-Pentamethylcyclopentadiene on the 1, 2-Alkyl to Iron Migration with Concomitant Carbene Formation.

Technical Skills

- Proficient in the use of Schlenk and dry box techniques for the manipulation of highly air sensitive organometallic compounds
- Experienced in the use of high field multinuclear FT-NMR spectroscopy (400, 250, 200 MHz Varian and Bruker instruments) including ^1H , ^2H , ^{13}C , ^{31}P , ^{19}F and variable temperature NMR techniques for characterizing dynamic process
- Adept in the use of FT-IR spectroscopy (Mattson PolarisTM). Familiar with variable temperature IR techniques for performing kinetic measurements.
- Knowledgeable in GC, MS and Transient Absorption Spectroscopy
- Proficient in the manipulation of gases in synthesis
- Experienced in the use of high temperature and pressure reaction vessels

Teaching Experience *University of North Carolina at Chapel Hill Department of Chemistry*
Teaching Supervisor, 9/0x-Present

- Train students in laboratory techniques for the synthesis and study of organometallic compounds
- Organized and directed an undergraduate research project involving the development of an improved method for the resolution of chiral iron acyl complexes

Teaching Assistant, 9/0x-5/0x

- Supervised juniors and seniors in the laboratory four hours per week
- Lectured one hour biweekly
- Prepared and graded exams, graded laboratory reports and notebooks
- Served as head teaching assistant for advanced inorganic laboratory

Publications Brookhart M, **Chandly W**, Kessler RJ, Liu Y, Pienta NJ, Santini CC, Hall C, Perutz RN, Timney JA, *Matrix Isolation and Transient Absorption Studies of Bis (bis(pentafluoroethyl)phosphino)ethane Tetracarbonyl Chromium: Intermolecular Alkane Complexes and Intramolecular F-Coordination*, J. Am. Chem. Soc., submitted for publication.

Brookhart M, **Chandly W**, Pfister AC, Santini, CC, White PW, *Synthesis and Reactivity of $[(C_2F_5)_2PCH_2CH_2P(C_2F_5)_2]Fe(CO)_3$* , Organometallics, submitted for publication.

Presentations Poster

Chandly W, Brookhart M, *Synthesis and Reactivity of the Cyclopentadienyl-iron Dicarbonyl Phenyl Triflate Carbene complex, $CpFe(CO)_2=C(OTf)(C_6H_5)^+CF_3SO_3^-$* , American Chemical Society 43rd Southeast Regional Meeting, Richmond, Virginia, November 12-15, 199x.

Oral

Chandly W, Brookhart M, Santini C, Montrem AC, *Synthesis and Reactivity of 1, 2-[Box(pentafluoroethyl)phosphino]ethane Tricarbonyl Iron*, American Chemical Society National Meeting, Washington, DC, August 26-29, 199x.

Chandly W, *Perfluorinated Alkyl Phosphine Substituted Transition Metal Complexes: An Approach to C-H Activation*, Departmental Seminar, University of North Carolina at Chapel Hill, February 23, 199x

Chandly W, *The Rapid Introduction of Fluorine into Organic Molecules. Applications in Positron Emission Tomography (PET)*, Departmental Seminar, University of North Carolina at Chapel Hill, November 19, 199x

Activities

- Organized waste cardboard recycling effort in the Chemistry department
- Member of the Chemistry Graduate Student Advisory Board
- Chemistry representative to the Graduate and Professional Student Federation

References

Dr. Maurice S. Brookhart
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