

# Curriculum Vitae (CV)

## Basic Instructions

- A CV may be 2-6 pages long but put your most important information on the first page.
- A CV is used in academic settings and sometimes called an academic resume.
- The order of categories may change depending on the audience for which it is intended.
- Order is also determined by the amount of information and the choice of categories to be emphasized (but there is no standard).
- The job description should help you determine the order of your CV.
- The CV does not stand alone; a cover letter is an essential partner.

## Formatting

- Consistency of formatting and white space allow the document to be scanned quickly.
- Experience determines the name and organization of sections.
- An objective or career goals section is optional but often not necessary.
- All positions should be listed in reverse chronological order.
- Don't split sections between two pages, keep related information together.
- For style and format, it must look professional and be easily recognized as organized and consistent.
- The font should be conservative and easy to read, sized 10-12 pt.
- Names, titles, and dates should appear in the same place within each section.
- Put your name and header at the top of each page OR put your name and page number at the bottom of each page starting on page 2 and continuing till the last page.

## Content

- Do not list High School education or experiences.
- GPA can be included if cumulative GPA is 3.0 or higher.
- Do not include personal information such as age, gender, marital status, race, ethnic background and religion. Pictures are not appropriate.
- Hobbies, athletics, and social activities are also not appropriate.
- Use action verbs to begin each bullet point description.
- Use present tense verbs for current experience, past tense verbs for previous experience.
- Present the information in a clear, concise, organized fashion.
- Do not repeat information, even if it can be included in two categories; list it only once.
- No need to include the line "References available upon request".

## Editing

- Schedule an appointment with career services for proof reading and editing.  
(visit [cascareers.okstate.edu](http://cascareers.okstate.edu) to make an online appointment)
- Expect to make revisions and only finalize the document when it is error free.
- Save the document as a PDF before uploading or sharing it electronically to ensure no format changes will appear when viewed or downloaded.

**Oklahoma State University**

**Andrea Skimbo**

**Senior Coordinator, Arts & Science Career Services**

**[andrea.skimbo@okstate.edu](mailto:andrea.skimbo@okstate.edu)**

**[cascareers.okstate.edu](http://cascareers.okstate.edu)**

**[www.hireOSUgrads.com](http://www.hireOSUgrads.com)**

# Your name

Address • Phone number • Email address  
LinkedIn or personal website links

## Summary (optional)

- Include 2-6 main points that directly highlight relevant information that connects to application
- Do no repeat information from other sections, instead summarize key details
- Update this section per application so the information is connected with the wants of the employer

## Education

Name of School, City, State

Graduation: Month year

PH.D in area of study

GPA: X.XX

Concentration in area of specialization

- Title of thesis and dissertations

Name of School, City, State

Graduation: Month Year

Master of Science in Major

GPA: X.XX

- Titles of theses and dissertations

Name of School, City, State

Graduation: Month year

Bachelor of Science in Major

GPA: X.XX

Minor/option:

## Certifications/Licenses

Name of license, state it was awarded

Expires: Month year

Name of Certification

Awarded: Month year

## Professional Experience/ Related Experience

Job Title (most recent first)

Month year – Present

Company name, city, state

- Detail describing position duties, responsibilities, skills, task, awards and/or projects
- Use as many bullet points as needed for all details and list all positions separately

Job Title (2<sup>nd</sup> most recent)

Month year – month year

Company name, city, state

- Detail describing position duties, responsibilities, skills, tasks, awards and/or projects
- Use as many bullet points as needed for all details and list all positions separately

## Research Experience/Academic Projects

Research Project Name

month year – month year

Institution name (include project leader's name if not you)

- Briefly describe postdoctoral, doctoral, and possibly undergraduate research
- List details about how you completed the research and what you did with the findings
- Include details on tools, equipment, software and data management

Name of Academic Project

month year – month year

Class name and Institution name

- Briefly describe the projects directives and significance
- List details about how you completed the project and all steps taken
- Include details on tools, equipment, software and data management

## Research Interests/Professional Objective

- List what you want to research, especially if they match up with your potential employer
- This category can be as brief as one sentence stating a general goal or as long as a brief paragraph expressing both short-term and/or long-term goals
- State this logically and clearly and match the program or position for which you are applying. Avoid vague/ obscure language that fails to express precisely what your seeking

# Your name

Address • Phone number • Email address  
LinkedIn or personal website links

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## Publications

- Use standard bibliographic form for publications
- Your name must be listed on the publication
- Note if the publication is published, submitted or presently being developed

## Presentations

Name of event/conference, city, state month year  
Name of Presentation

Name of event/conference, city, state month year  
Name of Presentation

## Teaching Experience

Job title month year - month year

University name/department name

- Outline what classes were taught and if the students were undergrad, graduate, etc.
- Describe the materials covered, job responsibilities, and technology used
- Include details about grading and lecture topics

## Community Service/Volunteer Experience

Name of organization you served/ Job title month year – month year

- Give the appropriate details about what you did in this role

Name of organization you served/ Job title month year – month year

- Areas of service include community involvement, clubs, volunteer work, committee involvement, etc.

## Honors, Awards, and Scholarships

- Scholastic honors (honor rolls, honors colleges)
- Scholarships awarded
- Merits or Awards

## Professional Societies/Professional Organizations

Name of Organization/Job title or committee name month year - present

- Memberships in national, regional, state, and local professional organizations
- Share details about involvement, activities and participation

Name of Organization/title month year –month year

- Describe meeting and event planning
- Include information about professional developments opportunities and skills learned

## Seminars/Professional Development

Event name/location month year

Topic/ Speaker and/or additional details

## Grants

- Those YOU have obtained, from what organization for what purpose
- Include the dollar amounts awarded and any conditions that had to be met

## Special Skills

- List relevant skills that would complement your degree or area of study
- Languages, computer skills, equipment, and others may fall into this area
- Vista status or other documents notable to working availability

Your first and last name, page 2

# PISTOL PETE

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[www.linkedin.com/pistolpete](http://www.linkedin.com/pistolpete) or [www.researchgatepistolpete.com](http://www.researchgatepistolpete.com)

## EDUCATION:

Oklahoma State University, Stillwater, OK  
Ph.D. Biochemistry and Molecular Biology  
Master of Science in Biochemistry and Molecular Biology

Graduation: May 2017  
Graduation: December 2014

Texas Christian University, Fort Worth, TX  
Bachelor of Science in Biology

Graduation: May 2012

## CERTIFICATIONS:

DNA Microarray Technologies and Analysis Certification  
Mass Spectrometry and Proteomics Certification

Completed: August 2016  
Completed: August 2015

## RESEARCH EXPERIENCE:

**Graduate Research Associate, Advisor: Dr Rita K. Miller**  
Oklahoma State University, Stillwater, OK

January 2016-Present

- Complete research that focuses on elucidating the molecular mechanisms that control spindle positioning
- Study post-translational mechanisms that regulate microtubules in *Saccharomyces cerevisiae*
- Identify two microtubule-associated proteins, Pac1/LIS1 and Stu2/XMAP215, as sumoylation and/or ubiquitin substrates, indicating a rich network of regulatory interactions

**Undergraduate Student Researcher, Advisor: Dr. Sergei V. Dzyuba**  
Texas Christian University, Fort Worth, TX

August 2008-May 2012

- Measured the emission enhancement of various click-*BODIPY* dyes upon binding to soluble amyloid oligomers, using various spectroscopic techniques

## LABORATORY SKILLS AND TECHNIQUES:

Protein purification  
SDS-PAGE  
Bacteria/Yeast transformation  
PCR

Sterile culture technique  
Media preparation  
Sequencing  
Genomic DNA/cDNA Isolation

Site-direct mutagenesis  
Restriction enzyme digest  
Fluorescence microscopy  
Mass spectroscopy data analysis

## PUBLICATIONS:

**Alonso, A., D'Silva, S., Rahman, M., Meluh P.B., Keeling, J., Meednu, N., Hoops, H.J., Miller, R.K.**

The yeast homologue of the microtubule-associated protein Lis1 interacts with the sumoylation machinery and a SUMO-targeted ubiquitin ligase. *Mol Biol Cell*. 2012; 23(23): 4552-66.

Smith, N.W., Alonso, A., Brown, C.M., Dzyuba, S.V. Triazole-containing Bodipy dyes as a novel fluorescent probes for soluble oligomers of amyloid A $\beta$ 1-42 peptide. *Biochem Biophys Res Commun* 2010; 391(3): 1455-5.

## ABSTRACTS AND PRESENTATIONS:

American Society of Cell Biology Conference at New Orleans, LA  
Poster: Pac1/Lis1 is sumoylated and regulated by osmotic stress and at the cell cycle

December 2016

Cold Spring Harbor-Cell Biology of Yeast Meeting at Cold Spring Harbor, NY  
Poster: Novel mechanism for the regulation of Pac1/Lis1, via SUMO and ubiquitin

November 2016

## TEACHING EXPERIENCE:

**Undergraduate Mentor of Kayla Davis B.S. Biochemistry and Molecular Biology**  
Oklahoma State University, Stillwater, OK

August 2012- May 2015

- Guided the students in understanding of the scientific method through molecular and cell biology experiments

**Teaching Assistant, Special Problems in Biology**  
Texas Christian University, Fort Worth, TX

August 2011- May 2012

- Assisted in preparation and execution of laboratory section
- Prepared and presented two class lectures on proper sterile techniques

## PROFESSIONAL SOCIETIES:

American Society for Cell Biology  
Society for Advancement of Chicanos and Native Americans in Science

May 2015-Present  
August 2014-Present