

PREPARE YOUR CURRICULUM VITAE

WHEN TO USE A CV:

Curriculum vitas are commonly used in applying for the following:

1. Admission to graduate school or as part of an application packet for a graduate assistantship or scholarship
2. Grant proposals
3. Teaching, research, and upper-level administrative positions in higher education
4. Academic departmental and tenure reviews
5. College or university service appointments
6. Professional association leadership positions
7. Speaking engagements
8. Publishing and editorial review boards
9. Research and consulting positions in a variety of settings
10. School administration positions at the superintendent, principal, or department head level
11. International job searches

CV CATEGORIES:

Depending on your background and experience, your CV may contain the following categories:

- Education
- Certifications
- Honors and Awards
- Research
- Relevant Experience/Skills
- Additional Experience
- Community Involvement
- Professional Associations
- Publications
- Presentations
- Courses Taught
- Grants Received
- References
- Extracurricular Activities

PREPARE YOUR CURRICULUM VITAE

Mary R. Thomas

(616) 395-XXXX

thomas@gmail.com

ADDRESS UNTIL MAY 9, 20XX

200 West Pine
Holland, MI 49423

ADDRESS AFTER MAY 9, 20XX

525 Peters Ct.
Grand Rapids, MI 49506

CAREER OBJECTIVE

To complete a doctorate in microbiology and pursue a career in research.

EDUCATION

Hope College — Holland, MI
Bachelor of Science in Biology with Biomedical emphasis

May 20XX
GPA: 3.5/4.0

RESEARCH EXPERIENCE

Undergraduate Research Assistant, Hope College — Holland, MI Aug. 20XX – May 20XX
 • Characterization of a newly cloned suspected receptor for the Arginine Vasopressin hormone.
 Mentors: Dr. Maria Burnatowska-Hledin and Dr. Gregory Fraley

Research Analyst, Amway Corporation — Ada, MI May 20XX – Aug. 20XX
 • Developed a novel starch soil removal test for automatic dish washing detergent

POSTER PRESENTATIONS

“Amplification and Isolation of the Promoter Region of the Vasopressin Activate Calcium Mobilizing Protein (VACM-1)” L. Hesse, V. Folta, and M. Burnatowska-Hledin

- National Conference on Undergraduate Research, San Francisco, CA (20XX)
- Undergraduate Research Symposium, Holland, MI (20XX)

“Characterization of a Novel Vasopressin - Activated Calcium-Mobilizing (VACM-1) Receptor”

M. Burnatowski-Hledin, K. Parmelee, P. Zhao, V. Folta, L.Listenberger and A. Saragnpani

- FASAB Experimental Biology, Snowmass Village, CO (20XX)

PUBLICATIONS

Fraley, G.S., **M.R. Thomas**, 2006. Immunolesians of glucoresponsive projections to the arcuate nucleus alter glucopruiuse-induced alterations in food intake. *Neuroendocrinology* 83:97-104.

WORK EXPERIENCE

Information Analyst, The Dow Chemical Company — Midland, MI May 20XX – Present
 • Develop and implement methods to improve the Dow Registry of Chemical Substances (a global computer database).

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Teaching Assistant, Hope College — Holland, MI

Aug. 20XX – May 20XX

- Prepared for and taught an upper level biochemistry laboratory and molecular biology class of 24 students.

Maintenance Staff Assistant, Hope College — Holland, MI

Aug. 20XX – May 20XX

- Worked both independently and on small teams to provide set up and tear down assistance for campus events, clean and maintain college facilities.

RESEARCH INTERESTS

- Cell and Molecular Biology — Cell Adhesion and Cancer Biology
- Respiratory Biology

FELLOWSHIPS, HONORS AND AWARDS

- Cum Laude
- Sigma Xi Undergraduate Research Award
- Jaecker Chemistry Scholarship
- Dean's List 6/6 semesters
- Visser Research Fellowship
- Ida C. Koran Scholarship

LABORATORY SKILLS AND TECHNIQUES

- Pelletron particle accelerator
- Ponar grab
- Inductively coupled Plasma Spectrometer
- Sediment piston coring
- Secci depth
- Benthic invertebrate sampling

RELEVANT ORGANIZATIONAL AFFILIATIONS

- Sigma Xi
- Phi Beta Kappa
- Beta Beta Beta
- Chem Club

EXTRACURRICULAR ACTIVITIES

- Hope College Wind Ensemble, Symphonette and Orchestra
- New Student Orientation Assistant
- Hope College Admissions Department
- Nykerk (Women's Competitive Performing Arts Event)
- Habitat for Humanity (Hope College Chapter)
- Relay For Life, American Cancer Society

September 20XX – May 20XX
August 20XX
February 20XX – May 20XX
October 20XX – November 20XX
September 20XX – May 20XX
April 20XX

REFERENCES

Dr. Maria Burnatowska-Hledin
(616) 395-XXXX, hledin@hope.edu, undergraduate research mentor

Dr. Gregory Fraley
(616) 395-XXXX, fraley@hope.edu, undergraduate research mentor

Dr. Michael Pikaart
(616) 395-XXXX, pikaart@hope.edu, academic advisor

Dr. Jane Adams
(989) XXX-XXXX, jadams@dow.com, Dow Chemical internship advisor