

EVELYN K. CHOU
 2100 Pine Tree Grove Lane
 Davis, California 95616
 (530) XXX-XXXX
 ekchou@ucdavis.edu

OBJECTIVE Editorial Assistant at University of California Press

SUMMARY OF QUALIFICATIONS

- Staff Editor for *The Archaeological Review*
- Trained in expository, media and academic writing
- Developed archival system for museum film collection
- Proficient in Microsoft Word, PowerPoint, Publisher, SASS and Macintosh programs

SKILLS

Writing/Editing

- Edited submitted papers for content, coherence, and language usage.
- Transferred edited copy from print to Quark and formatted material for publication.
- Completed PhD dissertation: currently synthesizing select chapters for publication.

Research

- Developed, implemented and interpreted ten-page questionnaire.
- Created sampling techniques including special variant of standard random sample.
- Prepared raw data for computer analysis.

Organization/Administration

- Coordinated all aspects of four-day, international professional conference. Developed agenda, scheduled speakers and organized discussion groups.
- Catalogued and curated the American Indian Ethnographic Film Collection for the California Indian Museum.
- Scheduled and coordinated auditions and interviews for performers and technical staff for commercial and industrial film projects.
- Evaluated and contacted prospective clients and talent agencies as production assistant in commercial and industrial film projects.

WORK HISTORY

Teaching Assistant	Department of Anthropology, UC Davis, Fall 20XX-Present
Associate Instructor	Department of Anthropology, UC Davis, Summer 20XX
Curatorial Intern	Gorman Museum, UC Davis, Summer 20XX
Field Archaeologist	Sequoia National Park, CA, 20XX-20XX

EDUCATION

Ph.D. Anthropology, Degree Expected June 20XX
 University of California, Davis

B.S. Social Sciences, 20XX
 California Polytechnic State University, San Luis Obispo

Functional Format

Mark Sanders

213 J Street, Apt. 20A, Davis, California 95616
 Phone: (530) 890-2100, Email: masanders@ucdavis.edu

Objective: Seeking full-time position as an agricultural assistant project manager with AgriPros.

Education:

PhD, Food Science, University of California, Davis Degree Expected December 20XX
 Topic of research: Effects of alternative post-harvest treatments on the microbiological quality of strawberries.

Bsc., Food Technology, University of Freiburg, Germany 20XX

Qualifications Summary:

- Seven years experience with post-harvest fruit treatments gained through graduate research and family farming background.
- Significant experience interacting with high ranking industry and academic professionals.
- Genuine enthusiasm for agricultural trade, and eagerness to gain more experience in this field.

Relevant Coursework:

Industrial and Consumer Marketing	Intermediate Microeconomics (I&II)
Industrial Management	Quantitative Methods in Econometrics
Project Management	Agricultural Policy Analysis (Audited)

Leadership/Management Experience

Involvement in the Institute of Food Technologists (IFT) and IFT Student Association:
 • Experience at networking/interacting with high-level food science academics and industry professionals on committees and task forces.

Co-chair and Treasurer, of Food Science Graduate Student Association:

- Represented Food Science at UC Davis Graduate Student Assemblies
- Provided leadership and contact points for Food Science Graduate Students

Secretary and committee member, Baxter Grant Fund:

- Interviewed applicants (students from diverse socio-economic backgrounds) and evaluated grant applications

Organizational/Planning Experience

Co-chair, Treasurer, Food Science Graduate Student Association
 • Organized several events, including a major orientation picnic; plus visits by Distinguished IFT Fellows (departmental tours, catered dinners, campus-wide seminars)

Researcher and Assistant Lecturer, Department of Food Technology, Clark-Case University, Australia

- Organized on-site short-term certification course for industrial employees, plus other labs, field trips for university students
- Sole responsibility for introductory food technology course

Computer Skills

Macintosh and PC systems	Designing presentations with PowerPoint
Webpage design with Dreamweaver	Statistical Packages: SAS, Shazam, Minitab
Microsoft Office Suite	

Language Skills

German (native speaker)	English (fluent)	Spanish (conversational ability)
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Professional Experience

Research Assistant	U.C. Davis Department of Food Science	Spring 20XX-Present
Teaching Assistant	U.C. Davis Department of Food Science	Winter 20XX
Research Assistant	U.C. Davis Department of Food Science	Summer 20XX-Winter 20XX
Researcher	Food Technology Research Center, Australia	January-June 20XX
Assistant Lecturer	Univ. of Freiburg Food Technology Depart.	December 20XX-February 20XX
Internship	Cadbury Foods Inc.	Summer 20XX

Citizenship Status: Green Card

1234 Spring Street
Davis, CA 95616

Advanced D. Graduate

(530) 555-1234
adgraduate@hotmail.com

CAREER OBJECTIVE: A position as Project Manager at General Electric Power Systems.

EDUCATION:

Master of Business Administration in Finance & International Management—University of California at Davis, June 20XX

Bachelor of Science in Mechanical Engineering—UC Davis, June 20XX

QUALIFICATION SUMMARY:

- Specialized in project management, strategic planning, research & development, negotiations, communications, and networking.
- Experienced in power systems and distributed grid infrastructure industry.
- Innovative R&D engineer with patent awards.
- Management and training experience in production and use of technology for engineers and customers.
- Interested in globalization and international issues. Speak basic German.

PROFESSIONAL EXPERIENCE:

Manager, Business Development

Anuvu, Inc.—Sacramento, California (Career, November 20XX-Present; June 20XX-September 20XX)

- Managed technological/financial development of PEM hydrogen fuel cell applications in power systems.
- Created complex engineering models and financial programs for technology/investment valuation.
- Presented grid infrastructure engineering/financial model to domestic and foreign business partners.
- Wrote business plan for a \$4.5M OEM hydrogen fuel cell contract.
- Negotiated contract for product testing and integration with OEM partner and State Testing Group.
- Developed network and relationships with Original Equipment Manufacturer (OEM) customers.

Research and Development Engineer

Medtronic Vascular, Inc.—Santa Rosa, California (June 20XX-September 20XX)

- Patented mechanical design of device and led project from inception to successful international clinical use.
- Developed processes, equipment, and trained personnel for market release of medical device product lines.
- Managed production line and personnel while creating and fabricating support tooling and equipment.
- Coordinated joint R&D/Manufacturing efforts to effectively meet company production deadlines.
- Wrote procedures for processes and data collection for GMP and ISO-900X quality systems.

Total Quality Manager - Intern

Hunter Innovations Inc.—Sacramento, California (June 20XX-December 20XX, June 20XX-December 20XX)

- Organized and led training of Hunter Associates in Quality Control and GMP systems.
- Wrote and implemented Good Manufacturing Practice (GMP) System for FDA regulatory approval of artificial hip joint implant sales and manufacturing.
- Designed and programmed components for CNC lathe and mill manufacturing resulting in sales estimated at \$10,000/month for these components.

Project Engineer - Intern

Ames Co. /Fluid Control Systems—Woodland, California (June 20XX-September 20XX)

- Leader of "Introduction to Production" team and responsible for vendor communications.
- Created and maintained engineering documentation, bill of materials and bill of operations.
- Researched and designed prototype backflow check valves and lead pilot production.

INTERESTS:

Basic German, foreign service, rugby.

A curriculum vitae (CV) is the name of the resume used by individuals seeking a teaching and/or research position in a postsecondary institution or a high-level research position in industry. For examples of curriculum vitae that have been converted to resume format, please visit the Grad/Postdoc link on the ICC website.

ELIZABETH A. SAMUEL
easamuel@ucdavis.edu

Department of Microbiology
University of California, Davis
(530) 75X-XXXX

2413 Main Street
Davis, California 95616
(530) 55X-XXXX

EDUCATION

Ph.D., Microbiology, University of California, Davis. Degree expected Spring 20XX.
Dissertation: Analysis of the regulation of leucine biosynthesis by ppGpp in *Escherichia coli*.
Advisor: Dr. Sara Smith.

Master of Science, Microbiology, California State University, Long Beach, August 20XX.
Thesis: Restriction endonuclease analysis of the satellite DNA component from two extremely halophilic bacteria. Advisor: Dr. Paul Jones.

Bachelor of Science, Biological Sciences, University of California, Davis, June 20XX.

AREAS OF SPECIALIZATION

(Optional)

RESEARCH EXPERIENCE

Doctoral Research, UC Davis, 6/XX - present.

Conceived and optimized novel selection procedures using *leu::Mud::lac* fusions to isolate 1) mutations in the leucine promoter, and 2) unlinked mutations that give rise to decreased expression of biosynthesis in *Escherichia coli*. Genetically mapped unlinked mutations. Future work involves analysis in an S-30 *in vitro* system and cloning of the mutants. Dr. Sara Smith, Department of Microbiology.

Masters Research, CSU Long Beach, 9/XX - 8/XX.

Isolated and characterized the satellite DNA component from *Halobacterium* sp. by density gradient centrifugation and restriction endonuclease analysis. Dr. Paul Jones, Department of Microbiology.

Research Assistant, Veteran's Administration Medical Center, Long Beach, 9/XX - 9/XX.

Collected, maintained and statistically evaluated data for ongoing studies including drug evaluations, immunological studies, iron therapy studies and studies on long-term dialysis patient care. Dr. Khosrow Mirahmadi, Medical Hemodialysis.

TEACHING EXPERIENCE

Associate Instructor, Introduction to Microbiology, UC Davis, 9/XX - 12/XX.

As sole instructor of 175 students, designed course curriculum, gave lectures, supervised three teaching assistants and held office hours.

Teaching Assistant, Bacterial Genetics and Physiology Laboratory, UC Davis, 9/XX - 6/XX.

Pre-ran experiments and produced detailed protocols for new experiments. Demonstrated techniques and assisted students in everyday laboratory routines. Dr. William Wolff, Department of Microbiology.

ELIZABETH A. SAMUEL
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PUBLICATIONS

Smith, S., and E. A. Samuel. 20XX. Use of M13mp phages to study gene regulation, structure and function: cloning and recombinational analysis of genes of the *E. coli* leucine operon. *J. Bact.* 26: 147.

Samuel, E. A. 20XX. Bacteriological Projects for Biological Sciences 1 Students. (In-house publication)

ABSTRACTS AND PRESENTATIONS

Samuel, E. A., and S. Smith. Use of *leu::lac* fusions to isolate leucine operon regulatory mutations in *Escherichia coli* (Poster). Presented at the 20XX Annual Meeting of the American Society for Microbiology, San Diego, CA.

ACADEMIC SERVICE

- Chairperson, Microbiology Graduate Student Association, UC Davis (20XX - present).
- UC Student Representative to the Board of Admissions and Relations with Schools Subcommittee on Research (20XX - 20XX).

PROFESSIONAL AFFILIATIONS

- American Association for the Advancement of Science (AAAS)
- American Society for Microbiology (ASM)

RESEARCH GRANTS

- Co-authored proposal for National Institutes of Health (NIH). Funded \$65,000. (Principal Investigator: Don Pruitt, Ph.D.)

HONORS

- Recipient, Outstanding Graduate Student Teaching Award, UC Davis, May 20XX.

REFERENCES

Sara Smith, Ph.D. ssmith@ucdavis.edu
Department of Microbiology, University of California, One Shields Ave.,
Davis, CA 95616 530-75X-XXXX

Don Pruitt, Ph.D. dpruitt@ucdavis.edu
Department of Microbiology, University of California, One Shields Ave.,
Davis, CA 95616 530-75X-XXXX

Paul Jones, Ph.D. pjones@ucdavis.edu
Department of Biology, California State University,
Long Beach, CA 95616 530-75X-XXXX

William T. Wolff, Ph.D. wwolff@ucdavis.edu
Department of Microbiology, University of California, One Shields Ave.,
Davis, CA 95616 530-75X-XXXX

Curriculum Vitae for Humanities Position

The curriculum vitae can vary according to standards within a discipline. The humanities curriculum vitae is similar to Sample 1 but offers a different approach on the first page. Pay particular attention to the list of common support documents below. They may be expected even if they are not specifically requested. If in doubt, contact the hiring institution.

Morgan A. Smith
11223 Lupine Court
Davis, CA 95616
(530) 756-XXXX
masmith@ucdavis.edu

EDUCATION

Ph.D. Comparative Literature, University of California, Davis, expected June 20XX
Major Field of Study: 17th Century British literature

M.A. Comparative Literature with honors, Michigan State University, East Lansing, MI,
June 20XX

B.A. English magna cum laude, San José State University, June 20XX

DISSERTATION

Title: "Three British Poets: A Comparative Study of the Conventions Used by Chaucer, Beaumont and Fletcher." The dissertation examines a comparative study of prominent British poets tracing the development of mock-heroic and mock-epic conventions in English poetry. Dissertation Advisor: Samuel C. Lee

DISTINCTIONS

Outstanding Graduate Student Teacher Award
Ph.D. Qualifying Exam passed with distinction

Rhodes Scholar finalist
Jastro Shields Fellowship

TEACHING AND RESEARCH INTERESTS

- Areas of research specialization include Renaissance and 17th century literature and metaphysical poetry.
- Teaching interests include...(Visit the web site of the prospective employer and provide a list of courses you want to teach, including those in the listing.)

TEACHING EXPERIENCE

Associate Instructor, Department of Comparative Literature, UC Davis, January 20XX-present. *Interpretation of Literature*. Developed course syllabus and lectures. Wrote and evaluated examinations. Held weekly office hours.

Teaching Assistant, Department of English, UC Davis, September 20XX-January 20XX. Solely responsible for lectures and exam evaluations. Held weekly office hours. Courses included:
Narrative Literature (3 quarters)
Freshman Composition (4 quarters)
Lyric Poetry (upper division, 1 quarter)

RESEARCH EXPERIENCE

From here, follow format provided on page 28.

ROBIN COMMUNITY

rcommunity@ucdavis.edu

1260 Lake Blvd.

Davis, CA 95616

(530) 75X-XXXX

EDUCATION**M.S.** Animal Biology, University of California, Davis, June 20XX.**B.S.** Biological Sciences, University of California, Davis, June 20XX.**A.A.** Sacramento City College, June 20XX.

California Community College Credential, Biological and Zoological Sciences, 20XX.

Life Science Credential, University of California, Davis, June 20XX.

QUALIFICATION SUMMARY (Optional)

- Five years teaching experience at the postsecondary and secondary levels with students diverse in age, ability and ethnicity.
- Areas of teaching competence include Biology, Advanced Placement Biology, Evolution, Human Physiology, Marine Biology, Family Life and Human Sexuality, among others.
- Experienced in developing course curricula as well as executing field trips, laboratory exercises, and other activities beyond traditional lectures.

TEACHING EXPERIENCE**Instructor**, Ohlone Community College, September 20XX - present.General Biology. Prepared curricula and lectured on the principles of cell biology, animal and plant structure and function. Wrote manual on biological sciences projects. Arranged field trip to Klamath Wildlife Refuge.Heredity, Evolution and Society. Taught contemporary issues in evolution and genetics to non-science majors. Revised curriculum and prepared lab manual.**Teacher/Department Head**, Sacramento Country Day School, September 20XX - August 20XX.

Taught advanced placement courses in Biology and Human Physiology to 95% college-bound student body. Developed laboratory resources and participated in design of teacher training and evaluation program.

Teaching Assistant, University of California, Davis, January 20XX - June 20XX.

Solely responsible for lectures, course syllabi, examinations, and final evaluations. Courses included: Principles of Biology (two quarters)

General Zoology and Laboratory (one quarter)

RESEARCH EXPERIENCE (Optional—can combine under “Teaching and Related Experience”)*From here, follow format provided on page 28.*

Teaching Credential Candidate (K-12) Resumes

A teaching resume compares closely to a combination chronological/functional resume. However, teaching resumes are generally longer, with more elaboration on teaching experiences, including the grade level, type of classroom, subjects taught and materials and methods used. A teaching resume should include a section for hobbies and/or extracurricular activities.

BRENDA C. LEAH
 bcleah@ucdavis.edu

801 J Street #22
 Davis, CA 95616

(530) XXX-XXXX
<http://www.bcleah.com>

OBJECTIVE: A teaching position in a second through sixth-grade classroom.

EDUCATION

Preliminary Multiple Subject Teaching Credential with ELL authorization, University of California, Davis, June 20XX. Master of Arts in Education to be awarded March 20XX.

Bachelor of Science, Geology, San José State University, June 20XX.

EXPERIENCE

Student Teacher, Silveyville School, Dixon Unified School District, Dixon, CA. 1/XX-3/XX. Second grade classroom. Planned and implemented lessons in science, social science, language arts and math. Led classroom discussions; prepared and administered exams.

Student Teacher, Waggoner Elementary School, Winters Joint Unified School District, Winters, CA. 9/XX-12/XX. Self-contained culturally diverse fourth-grade classroom. Led weekly informal singing group.

Teacher's Aide, Birch Lane School, Davis Unified School District, Davis, CA. 1/XX-6/XX. Third grade classroom. Taught small groups in the areas of math and reading. Tutored individual students.

SPECIAL SKILLS

- Demonstrated fluency in Spanish (reading, writing and speaking).
- Developed enrichment techniques in science with emphasis on experiential learning.
- Recognized as an accomplished pianist and violinist.
- Interested in coaching basketball, track and cross-country.
- Utilized computers for classroom instruction.

COMMUNITY SERVICE

Volunteer, National Committee for Prevention of Child Abuse
 Leader, Boy Scouts, Girls Scouts and 4-H

INTERESTS

Creative writing, nutrition, reading, running, cycling and travel.

TRAVEL

Lived in Mexico for three months. Traveled throughout Europe and Canada.

Susan B. Anthony
 sbanthony@ucdavis.edu

1234 Cowell Blvd. #101
 Davis, CA 95616

(530) XXX-XXXX
<http://soe.ucdavis.edu/ss321/anthony>

OBJECTIVE: To obtain a position as a junior high or high school English teacher, with an emphasis in teaching English as a Second Language.

EDUCATION

- **Preliminary Single Subject English Credential with CLAD,** University of California, Davis, expected June 20XX. Master of Arts in Education expected to be awarded March 20XX.
- **Bachelor of Arts in English, Minor in Education,** University of California, Davis. Graduated with Honors in June 20XX.

EXPERIENCE

Student Teacher Cordova High School Rancho Cordova, CA 1/XX-5/XX
 Folsom-Cordova Unified School District. Early-Advanced English Language Development and Senior English 4B class. Planned and implemented California standards-based curriculum in grammar, writing, literature, and oral language. Prepared and administered exams. Participated in parent conferences, school-wide special events and report card preparation. Participated in faculty and department meetings and conferences.

Student Teacher Martin Luther King, Jr. Junior High School Sacramento, CA 9/XX-12/XX
 Grant Joint Union High School District, Title I school. Taught a culturally diverse 8th grade ELD class with a scripted High Point program. Taught a 7th grade English class. Provided lesson plans with consideration for English language learners. Administered benchmark assessments. Provided scaffolding to make the work accessible for all.

Substitute Teacher Grant Joint Union High School District Sacramento, CA 1/XX-6/XX
 Substitute taught at several junior high schools in the Grant School District. Followed and implemented California standards-based lesson plans. Provided a safe and supportive environment for all children.

Paraeducator Patwin Elementary School Davis, CA 3/XX-6/XX
 Davis Joint Unified School District. First and second grade classroom. Taught small groups and individuals in reading and writing. Supplied differentiated instruction to meet the needs of all students. Prepared lessons that met the divergent needs of students.

Teacher's Assistant Davis Joint Unified School District Davis, CA 9/XX-3/XX
 Assisted English teachers in three Davis Senior High School classrooms: 12th grade English, 10th grade Sheltered English, and 11th grade American Literature, and two Holmes Junior High School classrooms: 8th grade GATE English, 7th/8th grade ELL. Volunteered 100+ hours.

SPECIAL SKILLS

- Demonstrated ability to speak, write, and read Spanish (Intermediate)
- Recognized as an experienced singer, actress, and event planner
- Interested in teaching leadership and drama

SERVICE AND INTERESTS

Volunteer, Aggie Ambassador Teaching Program.
 Interests include singing, acting, creative writing, exercising, nutrition, and leadership.

HONORS AND AWARDS

Dean's List (six quarters), "Rising Star" awarded for drama, First Place-Undergraduate Research (awarded to top five of 3000 contenders).

CV Supplement and
Grad Skills List**More Categories and Clarifications**

RELEVANT COURSEWORK: Use only if requested or if it serves to clarify preparation. If more than 2-3 lines, substitute "See Addendum I" and attach the addendum.

PROFESSIONAL STUDIES/CONTINUING

EDUCATION/STUDY ABROAD: If significant and brief, include under Education. If lengthy, attach it as an addendum.

CERTIFICATIONS/LICENSURE: Follows Education.

QUALIFICATION SUMMARY: This section offers a thumbnail sketch of your skills, interests and experiences mentioned throughout your CV (redundancy is good). It includes a list of 4-8 bulleted points (see format on CV sample on page 30). Carefully study the job description and select related items from the following:

- Quantify the number of years experience (research, teaching, industry; part-time counts).
- Indicate areas of research specialization. Include significant outcomes.
- Indicate areas of teaching competence.
- List technical skills and methods that can be used in the lab or on the job.
- Include noteworthy entries such as number of publications, textbook chapters, patents, etc.
- Draw attention to distinctions or honors.
- Subjective comments of a professional nature should be limited but can be included. Example: comments on collaborative efforts, other professional interests, work ethic, etc.

PUBLICATIONS: If lengthy, include subheadings such as refereed, non-refereed, textbooks, chapters, technical papers, etc. Distinguish between those in press, submitted, under review, limited distribution and in preparation. Use bibliographic style appropriate for your discipline.

SHOWS/EXHIBITS/PERFORMANCES: Cite works composed, conducted or performed.

GRANTS AND CONTRACTS: Include only if you have authored or co-authored the proposal and received funding. Indicate the funding source and the name of the principal investigator.

LANGUAGES: Indicate fluency: reading, writing, speaking.

SUPPORT DOCUMENTS:

Cover Letter (Never send a CV without one.)

Teaching Philosophy Statement

A Statement of Research Goals: Past, Present and Future

Teaching Evaluation Summary

A Sample Course Syllabus

Publication Reprints

Dissertation Abstract

Dossier/Credentials

Transcripts (Only if requested.)

**General Skills
Particular to Graduate Students****Communication Skills**

Ability to:

- write clearly and concisely
- listen well
- speak publicly
- interpret the dynamics of interpersonal relations
- distinguish fine shades of meaning
- distinguish verbal and non-verbal messages
- teach and train
- counsel and advise
- serve as resource/referral person

General Research Skills

Ability to:

- retrieve data
- acquire data
- analyze data
- manipulate data
- use methodology
- produce survey work, e.g., develop questionnaires, interview
- observe
- classify
- test hypotheses for acceptance or rejection against known evidence
- identify and use resources

Technical Skills

Ability to:

- program computers
- edit

Field Research Skills**Problem-Solving/Analytical/Conceptual Skills**

Ability to:

- analyze
- reason logically
- identify problems
- analyze problems
- perceive parts in relation to whole
- see patterns
- develop theories out of pattern
- synthesize
- condense material to its important components
- manipulate abstract concepts
- formulate hypotheses
- think flexibly
- impose structure—create order out of "chaos"
- evaluate programs

Managerial Skills

Ability to:

- supervise
- evaluate performance of others
- assume authority
- delegate authority
- manage time
- establish goals
- set objectives
- motivate people
- tolerate ambiguity