

Building the Foundation for your CV

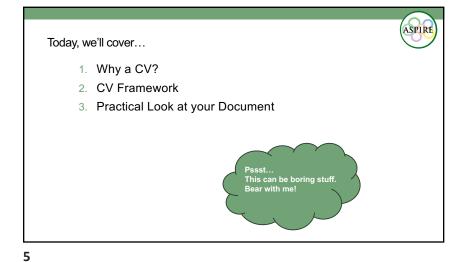
Kate Stuart Associate Director BRET Office of Career Development ASPIRE Program Vanderbilt University School of Medicine

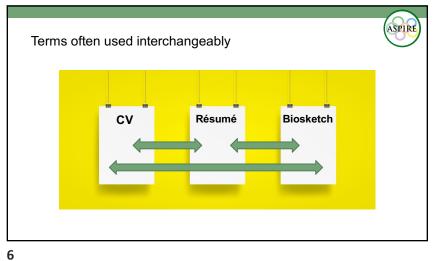
July 24, 2023

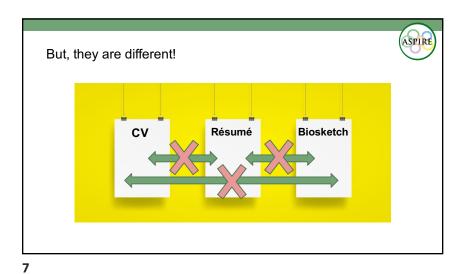
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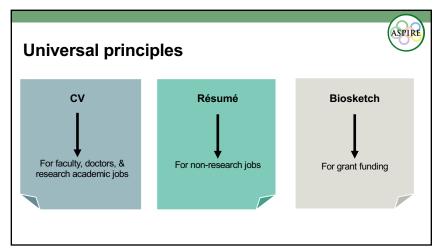


About the ASPIRE Program • Serve ~1K biomedical PhD students and Employer Relations and Workforce Development Career Development services • Team of 4 Career Exploration













Curriculum vitae (CV)

"Course of life"

A comprehensive document describing your research and academic accomplishments

When you will need a CV



- Apply for fellowships/training grant appointments (or NIH biosketch)
- Send to recommenders/references, as background
- Apply for membership in scientific professional societies
- Apply for a postdoc
- Apply for certain kinds of jobs (academic faculty positions, research jobs in government, industry, nonprofits)
- Send to a host when you give a presentation

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DON'T WAIT to create your CV



- Start your "Master CV" <u>today</u> and track your activities and accomplishments as they happen.
- · Base your CV on example(s) with attractive formatting.
- •Track everything now tailor it to your purpose later, when you need to submit it for something.
- Update your CV when you:
- · receive an award
- give a talk
- publish a paper
- develop new skills or take on a new role or project
- · accomplish research, teaching, or service

Benefits of keeping a Master CV





Won't forget what you've done



Less stressful when you need a CV quickly



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Sense of accomplishment

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Filename tips

- Put your last name in the filename to identify yourself. (Please please do this. Pretty please. With sugar on top.)
- Put the date in the filename for version control and to keep historical versions.
- For example

Petrie_CV_2023_01

Petrie_CV_2022_09

Petrie_CV_2022_07

Petrie_CV_2022_03

CORRECTION VITE

James Brett Case

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Pay attention to:



- Overall look and feel of the document (appearance)
- Similarities/differences in the way information is presented by Kami vs. James
 - Major section headings
 - · Order of the sections

Aim for clean, professional, easy-to-read



- Consistent for the reader kind of the reader kind o
- Section 1997 The Control of Con
- View a printed copy at an arm's length: consistent formatting guides the eye and helps the reader know how the CV is organized.
- Choose a single, common font type, ≥ 11 pt
- · Avoid unusual fonts and color
- Use ≤3 font attributes (e.g. bold, italics, SMALL CAPS)
- Avoid underlining long lines of text; it is hard to read and draws the eye away from other text.
- Leave adequate and consistent white space between sections.

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(ASPIRE)

Always at the top of Page 1



Your name

- · formatted to stand out (e.g., bold, larger)
- Contact information comes next (email, cell phone, address)

and put your last name/page number in a footer on every page after the first

- · Professional vs. personal contact information
- May also want to include social media handles (next slide)

Social media for scientists

i ioi soiciitists

- Professional
- · Lab website, ResearchGate
- LinkedIn
- ORCID (https://orcid.org)
- "Open researcher and contributor identifier" (2012)
- · Format xxxx-xxxx-xxxx
- Links you with your research products (pubs, funding, etc)
- · Used by journals, NIH

If using to promote/discuss science and research

- Twitter
- Blog
- Instagram, Facebook, TikTok, YouTube

Social media for scientists.

Nat Cell Biol (2018).

https://doi.org/10.1038/s41556-018-02

https://doi.org/10.1038/s41556-018-0253-6

If you choose to include these profiles on your CV, keep them updated.

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Major CV sections

Kami Bhat

- Education
- 2. Research Experience
- 3. Awards and Honors
- Publications
- Presentations
- 6. Professional Development and Service

James Case

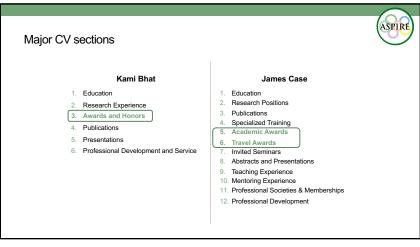
- Education
 Research Positions
- 3. Publications
- 4. Specialized Training
- Academic Awards
 Travel Awards
- Invited Seminars
- Abstracts and Presentations
- 9. Teaching Experience
- 10. Mentoring Experience
- 11. Professional Societies & Memberships
- 12. Professional Development

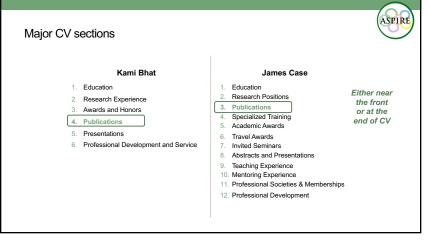
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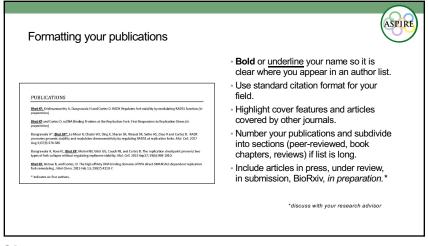


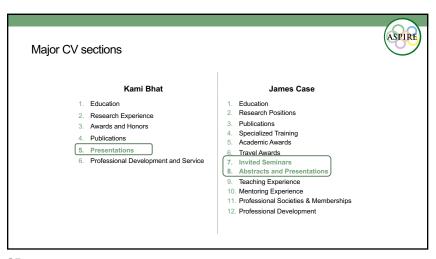
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Kami Bhat	James Case
Education Research Experience Awards and Honors Publications Presentations Professional Development and Service	Research Positions Research Positions Publications Specialized Training Academic Awards Travel Awards Invited Seminars Abstracts and Presentations Teaching Experience Mentoring Experience Professional Societies & Memberships Professional Development

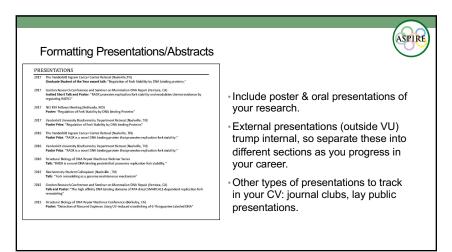


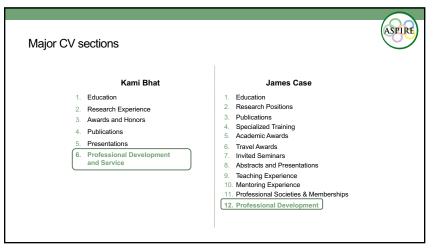


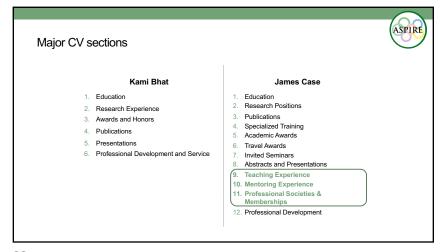


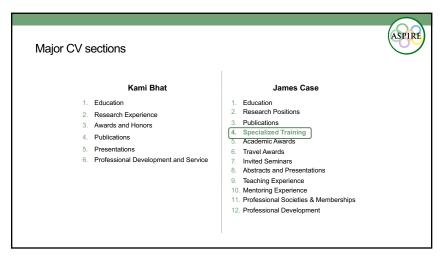


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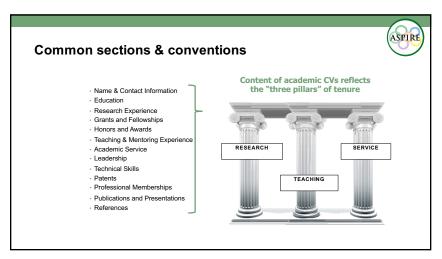


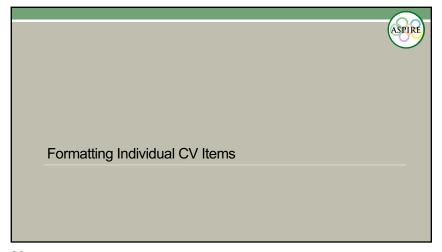


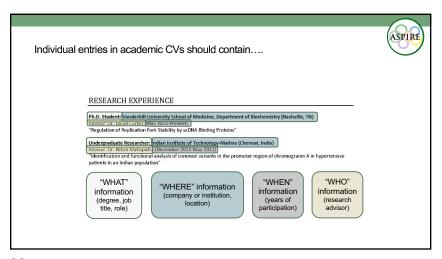
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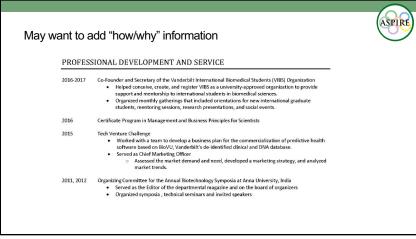
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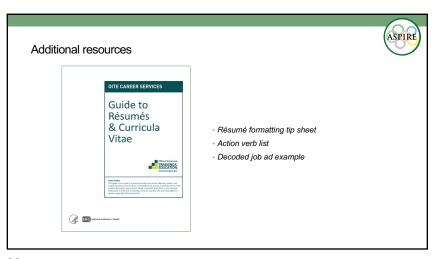


- Include personal information: date of birth, citizenship, marital status, names and ages of children
- · Forget to proofread. No grammar or spelling mistakes.
- Include information from before college; be selective about what you include
- · List your advisor's research funding on your CV
- · Use a fancy template
- Include a photo
- Assume the same CV works for every purpose!!!



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