



How to prepare a Curriculum Vitae

Objectives



- Define what is a Curriculum Vitae (CV)
- Explore the basic formats of a CV and general elements
- Present an example

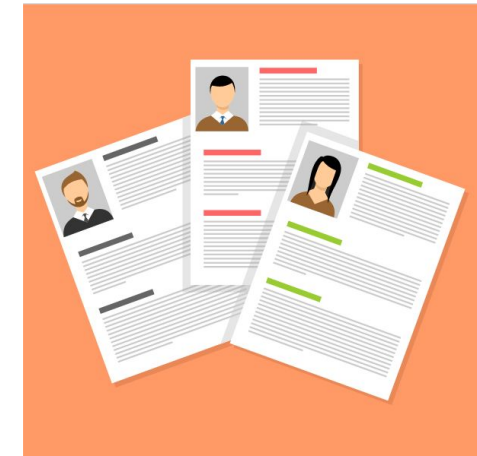
What is a Curriculum Vitae?



- Your CV works like a business card addressed to the place you are applying for.
- It contains important data such as your **professional experience, educational background, recognitions and achievements**, as well as your strengths and abilities.

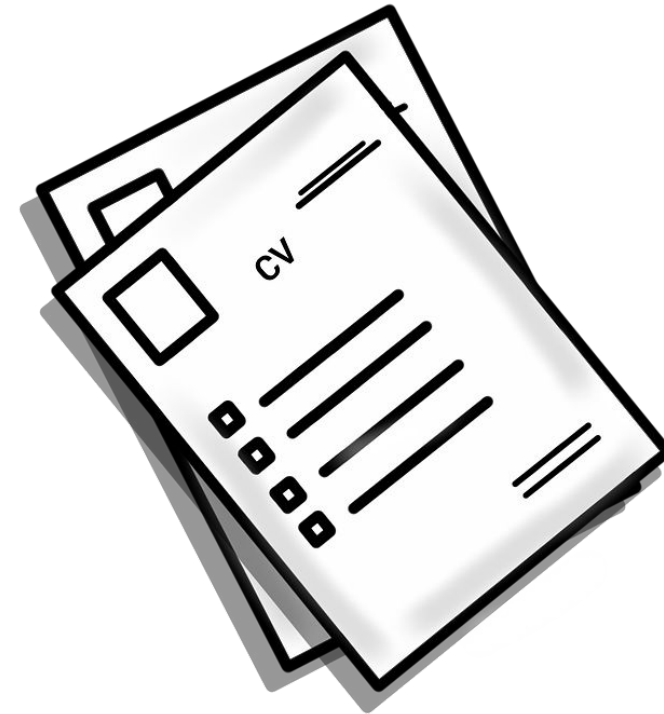
Format

- It's a myth that recruiters prefer CVs with only one page.
- As long as your CV is clear and easy to understand, you can include **extra pages**.
- If your work experience is limited, it is recommended to keep it brief.



CV basic formats

- Chronological CV
- Functional CV
- Mixed CV



Chronological CV



- It is recommended for people with **broad professional experience** to demonstrate the evolution of their trajectory.
- It should present the journey of your professional experience.
- A **chronological format** lists your experiences based on the **dates** they occurred: so start from the most to the least recent experience.

Name and contact information

Summary or objective

Professional history

Educational history

Skills and abilities



Janet Chobot

Little Rock, Arkansas • (123) 456-7891
agardner@email.com

Summary

An exceptionally organized and friendly dental assistant with 3+ years of successful experience working with dental offices and clients.

Professional History

Smith Family Dentistry, Dental Assistant

July 2017 – Present

- Clean and prepare treatment rooms
- Prepare patient to be seen by for dental treatment
- Answer common patient questions about dental procedures, treatments, and issues

E&H Dental, Office Assistant

August 2015 – July 2017

- Organized client schedules
- Received patients upon arrival
- Handled client billing and paperwork
- By end of work experience, took on key dental assistant roles

Educational History

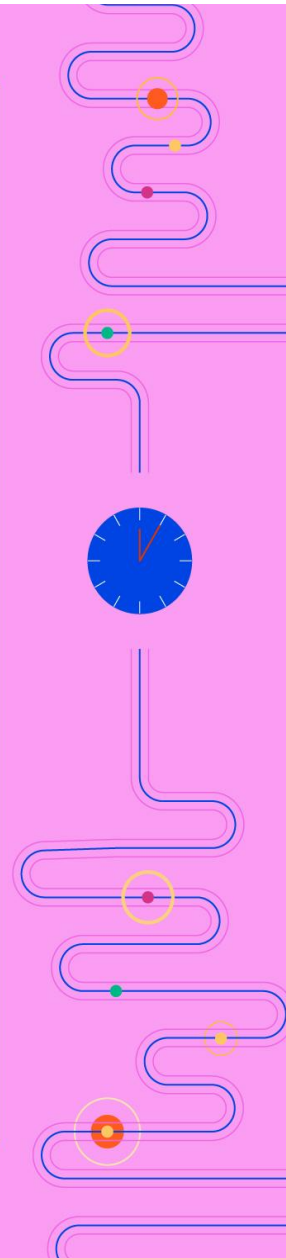
Little Road Junior College

August 2012 – June 2014

Certified Dental Assistant Program

Skills

Dental assistant skills include: DANB certification • X-ray certification • Denture impressions • Calming personality and demeanor • Hygienic • Minor oral surgery experience



Functional CV



- This CV format focuses on your **achievements** without chronological order.
- The **functional CV** is for young candidates with little experience but outstanding skills.
- It's visually appealing, easy to read, and more likely to **highlight your abilities**.

Name and contact information

Summary

Skills grouped by theme

Any relevant professional experience

Education

James Kennedy

555 Cherry Ln
Ann Arbor, Michigan 48111-9626
(111) 777-888
jameskennedy@email.com

Summary

Customer Service Representative with over three years of experience resolving complex customer inquiries. Passionate about building strong customer relationships, driving brand loyalty, and increasing customer engagement.

Area of Experience

Retail Sales, Data Entry, Microsoft Office, Typing, Complaint resolution, Service-based selling, Fluency in French and Spanish

Skills

Process Streamlining

Created customer service email scripts used across the company to interact with customers. Single-handedly created customer service representative training manual, reducing on-boarding process from 8 to 6 weeks. Reduced average customer representative call time by 90 seconds with intuitive online training

Complaint Resolution

Answered an average 50+ calls per day from unsatisfied customers related to delays in shipment, order mistakes and lost orders. Achieved 97% average customer satisfaction rating, surpassing team goal by 12%.

Service-based Selling

Consistently exceeded application targets by 10%+ with innovative up-selling techniques. Pioneered development of improved system for following up with unsatisfied customers, reducing customer churn by 6%.

Experience

Cloud Clearwater, 2017

Customer Service Manager: Managed customer relationships via phone and email to obtain payments, resolve inquiries and up-sell programs.

Customer referral program: Spearheaded project, increasing customer base by 15% in less than 6 months.

Tradelot, 2016

Customer Service Representative: Resolved customer inquiries via phone and email, consistently exceeding targets and pioneering processes for better customer satisfaction.

Education

Coral Springs University, 2009–2013

Bachelor of Science in Business Administration

Mixed CV



- It has the format of the **chronological** and **functional CV**.
- You can demonstrate your experience and professional development and highlight your major skills.
- You get a complete document that reflects your trajectory and is visually appealing.

Name and contact information

Summary

Skills and abilities

Professional experience

Education

Awards

Alex Lee

Scranton, Pennsylvania • (123) 456-7891 • alex.lee95@email.com

Summary

A strategically-minded and hard-working sales associate with 2 years of experience increasing sales and increasing brand awareness.

Skills

Sales and marketing skills include: Tableau (intermediate level) • Excel (intermediate level) • Salesforce Administration (entry level) • Team player • Hardworking • Creative

Professional History

L&O Financial, Sales Associate

August 2016 – Present

- Utilize Salesforce to help manage client accounts
- Learned and used various data analytics tools, including Excel and Tableau, to provide data insights
- Work collaboratively with other associates and managers to create new marketing strategies

L&O Financial, Intern

June 2016 – August 2016

- Trained on industry financial systems
- Assisted sales teams with day-to-day operations
- Learned skills in sales and developing client relationships
- Accepted as full-time Sales Associate following successful internship

Educational History

Pennsylvania State University

August 2012 – June 2016

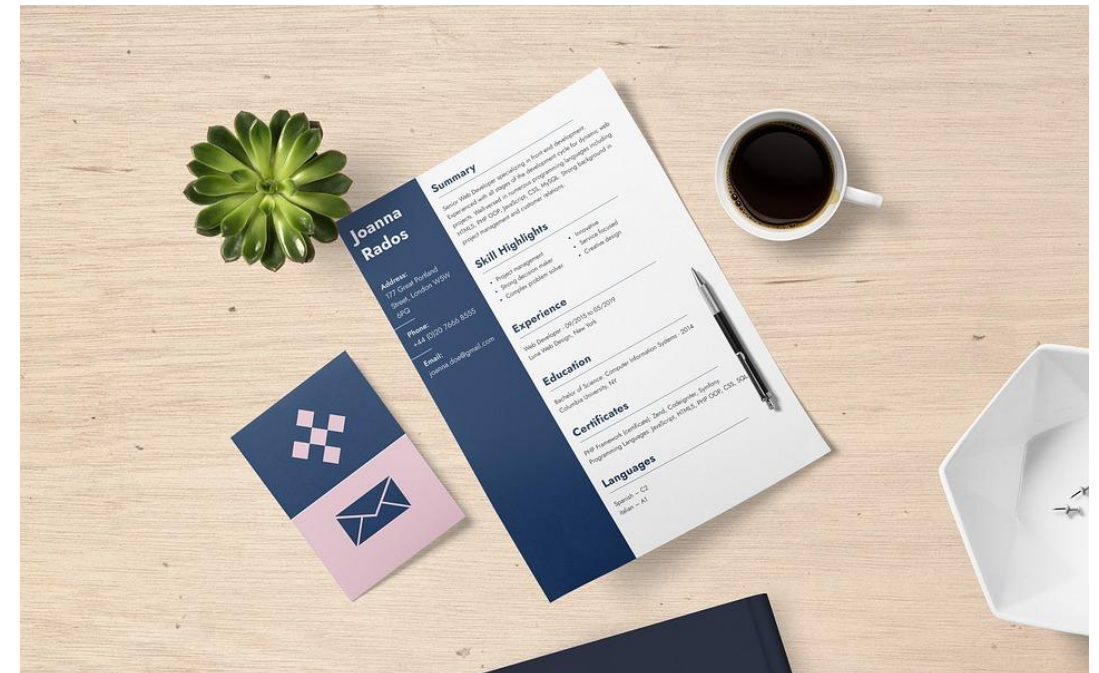
B.A., Communications, 3.95 GPA

Awards Include: Magna Cum Laude, President's Scholarship Award (2014), Academic Honors (2012-2016)

Extracurriculars include: Debate Team Captain (2015), Student Government Treasurer (2013-2014), Habitat for Humanity (2012-2016).

General elements of the CV

- Contact information
- Education
- Academic/Research experience
- Relevant work experience
- Presentations
- Community service
- Honors and memberships
- Skills



Competencies and professionals skills



- What interests recruiters most is knowing how much you can **contribute** to their institution.
- That is why learning to **emphasize your skills** on your CV is crucial.

Technical knowledge



- **Technical knowledge** comprises skills you have acquired throughout your academic and professional life.
- They allow you to perform specific functions like managing computer programs and machinery.

Common mistakes

- Putting **too much text**.
- Including **irrelevant information**.
- Using **bright colors** and elements.



My first CV



- If you are still studying or have just graduated, you could have limited professional experience.
- Regardless, you can have a professional CV since you can **draw attention to your skills.**

My first CV



- Use the **functional CV** format to highlight:
 - certifications
 - research experiences
 - community service activities
 - programming skills
 - other achievements you have obtained during college

Examples

Education



Nashley Fuentes Sanabria

Address

nashley.fuentes@upr.edu - cellphone:

EDUCATION

- **Master of Arts in Research and Academic Psychology**, Social Sciences Department. University of Puerto Rico at Río Piedras (UPRRP), San Juan, PR. August 2021 – Present.
- **Post-baccalaureate Research Education Program**; University of California-Davis, Davis, CA. July 2019 – 2020.
- **Bachelor of Science in Microbiology**; Emphasis: Medical Microbiology, Cum Laude, Biology Department. **Minor in Psychology**, Social Sciences Department. University of Puerto Rico at Arecibo (UPRA), Arecibo, PR. August 2012 - June 2018.

Research Experience



RESEARCH EXPERIENCE

- Junior Specialist, Department of Psychology, University of California-Davis, Davis, CA. Advisor: Joy Geng, Ph.D. **“Attentional Template is shifted by distractor context”**. This study aimed to determine which visual features a person will enhance or suppress to complete an efficient visual search. January – June 2020.
- Junior Specialist, Department of Cell Biology and Human Anatomy, University of California-Davis, Davis, CA. Advisor: Sergi Simo, Ph.D. **“Role of CRL5 during neuronal migration”**. The investigation was based on studying the CRL5-regulated signaling effectors involved in neuronal migration ending. July 2019 – January 2020.
- Undergraduate Research Assistant, Department of Biochemistry, University of Iowa, Iowa City, IA. Advisor: Sheila Baker, Ph.D.; et al. **“Evaluation of the synaptic proteins expressed in rods versus cones synapses”**. In this study, we evaluated the molecular mechanisms of how rods and cones are different using Western Blotting and Immunohistochemistry (IHC) experiments. June – July 2017.
- Undergraduate Research Assistant, Department of Internal Medicine, University of Michigan, Ann Arbor, MI. Advisor: Rafael Contreras Galindo, Ph.D. **“Genome Instability of Human Centromere Sequences”**. During our study, we tested the effects of DNA damage at the human centromere by the presence of the chemical mutagen Bleomycin. May - July 2016.

Work Experience



WORK EXPERIENCE

- **Math Tutor**, Center of Development for Technological and Academic Support (CDATA), UPRA – Arecibo, PR. Supported students with math problems in courses such as Pre-calculus, Algebra, and Basic Math. February 2016 - February 2017.
- **Administrative Assistant**, Family Department, San Sebastian, PR. Maintained files and provided customer support. June – July 2013.

Presentations



ORAL AND POSTER PRESENTATIONS

- Nashley Fuentes Sanabria, Joy Geng, Ph.D., “**Attentional Template is shifted by distractor context**”. University of California-Davis, Davis, CA. June 2020.
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- Nashley Fuentes Sanabria, Sergi Simo, Ph.D., et. al. “**Role of CRL5 during neuronal migration**”. Annual Biomedical Research Conference for Minority Students (ABRCMS), Anaheim Convention Center, Anaheim, CA. November 2019.
- Nashley Fuentes Sanabria, Prof. Abel Mendez, et. al. “**A General Mass-Energy Habitability Model**”. XVI Investigation Forum, UPRA - Arecibo, PR. May 2018.
- Nashley Fuentes Sanabria, Sheila Baker, Ph.D., et. al. “**Evaluation of the synaptic proteins expressed in rods versus cones synapses**”. UPRA Investigate, UPRA - Arecibo, PR. May 2018.
- Nashley Fuentes Sanabria, Rafael Contreras Galindo, Ph.D. “**Genome Instability of Human Centromere Sequences**”. 20th Annual Biomedical and Comparative Immunology Symposium, Graham Center (GC), Florida International University – Miami, FL. March 2018.

Community Service



COMMUNITY PROJECTS

- **Iowa Valley Habitat for Humanity**, Iowa City, IA. Helped in the construction of houses for low-income families. July 2017.
- **Children's Ronald McDonald House**, Ann Arbor, MI. Worked in the collection of plastic covers and cooked dinner for families. July 2016.
- **San Jorge Children's Hospital**, San Juan, PR. In charge of coordinated activities for the children. May 2016.
- **"Rondas de Amor"**, Arecibo, PR. Assisted in the distribution of food, clothes, and shoes to the homeless. August 2015 – 2019.

Academic Honors & Memberships



ACADEMIC HONORS & AWARDS

- **Dean's Excellence List**, UPRA – Arecibo, PR. May 2018.
- **Dean's Excellence List**, UPRA – Arecibo, PR. May 2016.
- **UPR Dotal Fund**, UPR Central Administration – San Juan, PR. April 2016.

MEMBERSHIPS & EXTRACURRICULAR ACTIVITIES

- Honor Studies Program (PEH) UPRA, Active member. 2016 – 2018.
- Rotaract Club UPRA, Active member. 2016 – 2017.
- American Medical Student Association UPRA, Logistics Coordinator. 2015 – 2018.
- Lions Club UPRA, Vice-president. 2015 – 2018.
- Microbiology Student Chapter UPRA, Medical Microbiology officer. 2015 – 2018.

Skills



SKILLS

Interpersonal skills: leader, teamwork, organization, work in a fast-paced environment, work ethic, critical thinking;

Computing Skills: Microsoft Office such as Word, Excel, Publisher, and PowerPoint, Programming with Python and SPSS;

Lab Skills: Real-time PCR, DNA extraction, cell cultures, sterile techniques, microbial cultivation, Western Blot, gel electrophoresis, genotyping, Immunohistochemistry (IHC), cell transfection, sholl analysis, immunofluorescence, and microscopy imaging techniques

References



- *Indeed* (2022),
<https://mx.indeed.com/orientacion-profesional/cv-cartas-presentacion/como-hacer-cv-profesional-ejemplos>
- *Indeed* (2022),
<https://mx.indeed.com/orientacion-profesional/cv-cartas-presentacion/como-hacer-un-curriculum-vitae-sin-experiencia-laboral>

Doubts or questions?

Thank you for using the resources from!



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