



CURRICULUM VITAE GUIDE

We encourage you to start with the Resume Guide. Many of the formatting and content guidelines are the same for the CV.

A Curriculum Vitae ("CV" or "vita") is a comprehensive biographical document emphasizing your academic history, achievements, awards, activities, and publications.

Unlike a resume that is one page long, a CV will list all of your professional achievements and can be as many pages as you need to cover your experience. An advantage of the CV format is that it allows you to choose your headings and categories that best display your qualifications.

When do you send a CV instead of a Resume?

If asked for one, some example situations include:

- Applications for positions in academia, such as, school administration, institutional research, higher education positions in teaching, research, and administration
- Providing information related to professional activities (example: applications for professional membership or presenting at a conference)
- Independent consulting in a variety of settings
- Proposals for fellowships or grants
- Positions in certain countries abroad
- Admission to graduate or professional school

Jobs and programs you are applying for should be clear about whether they want a resume or a CV. If you are unsure, it is okay to ask!

CV SECTIONS



= Core Section



= Recommended



= Optional

Header	<p>Your full name, address, telephone number, and email address should appear at the top of your CV. You may also list a URL if you have to a professional website or LinkedIn page. Since CVs span multiple pages, you should list your first and last name and the page number as a header and footer on all following pages.</p>
Education	<p>List your education in reverse chronological order (most current first, going back in time). Include the degree(s) you earned or are currently pursuing, your major(s)/minor(s), your date of graduation or anticipated graduation date, and the name, city and state of the institution. The title of your thesis paper or project and advisor should also be included in your education section paired with its appropriate degree.</p>
Experience	<p>Experience is generally listed in reverse chronological order. Keep in mind that every work and academic experience does not need to go under one general "Experience" section, but rather a CV should include separate experience categories. Possible sections include research, teaching, service and volunteer, field, and industry.</p>
Awards/Honors/Fellowships/Grants	<p>List both academic (Dean's List, honor societies, scholarships awarded, fellowships, grants, etc.) and professional honors (workplace awards including employee of the month, staff recognition, etc.). Include the name or title of the honor, the month and year in which you received it and the recognizing institution or organization. If the nature of the award is not clear from the title, you should provide a description of its purpose and relevance.</p>
Research	<p>Describe research projects recently conducted or in progress. Include the type of research and a brief description of the purpose including relevant metrics and outcomes of the work.</p>
Skills	<p>List relevant skills that may be important to a potential employer or organization. Categories may include laboratory, computer, technical, or foreign language.</p>
Activities	<p>List the activity, your participation if significant, (e.g. president, group leader), and the dates that you participated. Start with your most recent activities and move in reverse chronological order.</p>

CV SECTIONS



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Publications	Publications should use a standard citation format. APA or MLA format are recommended. However, you should review standards for your industry. In the case of publications with multiple authors, you should distinguish your name using a small, consistent formatting adjustment, such as underlining or bolding your name.
Presentations	Similar to your publications section, presentations should be listed using a standard format. Each listing should include the full list of presenters, presentation title, conference title, and conference location and dates.
References	It is acceptable to list at least three professional references on a CV. This goes on the last page of your CV and includes your reference's first and last name, job title, institution name and address, and contact information (both phone and email).
Professional Training	Describe any workshops, symposia, certificates or licensing that you may have. List the certification name, licensing status, and date of issue. If you attended a specific training, list the month and year completed and the administer of the training.
Professional Affiliations	List all industry specific professional organizations, groups, or offices held. List past and present membership and include dates of membership.
Institutional Service	List institutional committees within your academic career you have served on, including offices held, or special academic projects you assisted.
Courses Taught/Assisted	List the names of courses you have taught, institution where taught, dates, and brief course descriptions. You may also list courses you where you assisted as a teacher's aide or grader.
Language/Travel	List any acquired foreign language skills, indicating your level of proficiency and years you have spoken them. You can also mention any particular travel experience that you have.

Name Here

123-456-7891 | coloradocollege.edu | LinkedIn URL | Colorado Springs, CO

EDUCATION

Colorado College, Colorado Springs, CO
Bachelor of Arts in Political Science and History
GPA: 3.6/4.0

May 2025

GRANTS AND HONORS

Dean's List
William R. Hochman Prize for Distinguished Student Research & Writing in History
Keller Family Venture Grant Recipient

2021 - 2025

May 2025

May 2023

RESEARCH EXPERIENCE

Senior Thesis at Colorado College, Department of Political Science January - May 2025

- Conducted an extensive analysis of the role of social media platforms, such as Twitter, Facebook, and Instagram, in shaping political discourse and influencing civic engagement among diverse populations.
- Examined patterns of political communication, information dissemination, and public opinion formation on social media platforms, focusing on key events, trends, and case studies.
- Utilized three case studies in 25 page research report to analyze methods of political communication.

Senior Thesis at Colorado College, Department of History August - December 2024

- Conducted an in-depth examination of the contributions and experiences of African American women in the Civil Rights Movement, focusing on their leadership roles, activism, and grassroots organizing efforts in Birmingham, Alabama.
- Performed archival research, oral history interviews, and analyzed primary sources, including newspapers, organizational records, and personal correspondence.
- Wrote a 35 page research paper and created a 15 minute presentation to outline key points.

Keller Family Venture Grant Recipient, Colombia May - June 2023

- Explored the transportation systems of Bogotá and Medellín in Colombia, focusing on the Bus Rapid Transit (BRT) system in Bogotá and the comprehensive Metro system in Medellín.
- Analyzed the organizational structure, decision-making processes, and socialization strategies of the Metro system in Medellín to understand its success in fostering community development and social inclusion.

PRESENTATIONS

Political Science Senior Presentations, Colorado Springs, CO, May 2025. Student, A. "Social Media and Political Discourse: Shaping Civic Engagement in the Digital Age" (lecture).

History Senior Presentations, Colorado Springs, CO, December 2024. Student, A. "Unveiling the Hidden Heroes: African American Women's Leadership in the Birmingham Civil Rights Movement" (lecture).

Venture Grant Presentations, Colorado Springs, CO, August 2023. Student, A. "Public Transportation and Social equality: An evaluation of the sociological effects of transportation development in Columbia" (lecture).

RELEVANT EXPERIENCE

History Tutor at Colorado College, Colorado Springs, CO August 2022 - May 2025

- Developed personalized lesson plans and study materials tailored to students' learning styles, academic goals, and areas of difficulty.
- Provided individualized tutoring sessions in various history subjects, including World History, American History, European History, and specific historical periods or topics.

Fellow, Latinx Political Leadership Program, Colorado Springs, CO January 2023 - November 2024

- Explored the intersection of identity, culture, and politics within the Latinx community, examining historical and contemporary challenges and opportunities for political empowerment and representation.
- Researched strategies to address lower voter turnout among the Latinx population in El Paso County, CO.

Name Here

123-456-7891 | coloradocollege.edu | LinkedIn URL | Colorado Springs, CO

EDUCATION

Colorado College, Colorado Springs, CO

May 2025

Bachelor of Arts in Biochemistry

GPA: 3.8/4.0

Relevant Courses: Physics, General Chemistry I & II, Organic Chemistry I & II, Probability and Statistics, Microbiology

HONORS AND AWARDS

Boettcher Scholar

2021 - Present

Dean's List

2021 - Present

Summer Research Opportunity Grant

May 2022

Barnes Scholarship

May 2021

RESEARCH EXPERIENCE

Colorado College, Department of Chemistry and Biochemistry

January - May 2025

Senior Capstone

- Investigated metabolic dysregulation in Type 2 Diabetes (T2D) as a senior capstone project in biochemistry.
- Analyzed blood serum samples from T2D patients and healthy controls to profile metabolite levels using mass spectrometry-based metabolomics.
- Conducted enzyme kinetics studies to determine the kinetic parameters of enzymes relevant to T2D pathophysiology.

Boston College, Department of Biochemistry

May - August 2024

Research Experience for Undergraduates (REU)

- Conducted research under the guidance of Dr. Emily Brown, exploring the role of small molecules in signal transduction pathways.
- Employed techniques such as chromatography, spectroscopy, and mass spectrometry to analyze the metabolic profiles of cancer cells treated with potential drug candidates.
- Designed and executed experiments to investigate the impact of small molecule inhibitors on key enzymes involved in cell signaling cascades, contributing to the identification of novel therapeutic targets.

Colorado College, Department of Chemistry and Biochemistry

January - February 2024

Research Assistant

- Conducted research for the department to receive credit toward course of study and researched underneath Dr. Margaret Daugherty.
- Designed and engineered probiotics to specifically invade cancer cells and release shRNAs into the cytoplasm to knockdown oncogenes.
- Developed project goals and methods, built and tested the genetic circuits with cloning and cell culture work.

Colorado College, Department of Physics

May - August 2023

Student Collaborative Research Program

- Conducted independent research under the supervision of Dr. Adam Light in the field of semiconductor physics.
- Designed and fabricated semiconductor nanowire devices using cleanroom fabrication techniques.
- Analyzed electrical transport data using Python and MATLAB to extract relevant parameters such as tunneling barrier heights and widths.

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PRESENTATIONS

Biochemistry Capstone Presentation, Colorado Springs, CO, May 2025. Student, A. "Metabolic Profiling and Enzyme Kinetics: Unraveling Dysregulation in Type 2 Diabetes" (lecture).

REU Symposium, Boston, MA, September 2024. Student, A; Student, B; Student, C. "Deciphering Cancer Signaling Pathways: Small Molecules as Therapeutic Targets" (lecture).

Student Research and Internship Symposium, Colorado Springs, CO, September 2023. Student, A. "Exploring Quantum Tunneling in Semiconductor Nanowire Devices: Fabrication, Analysis, and Characterization"(poster).

LEADERSHIP AND COMMUNITY INVOLVEMENT

President, Colorado College Pre-Health Professions Club August 2024 - May 2025

- Developed and implemented club initiatives, programs, and events to support members' interests in healthcare professions.
- Coordinated guest speaker events, workshops, and informational sessions on topics relevant to pre-health education and careers.
- Collaborated with campus resources, academic advisors, and healthcare professionals to provide valuable resources and opportunities for club members.

Volunteer, CommonSpirit Penrose Hospital, Colorado Springs, CO August 2022 - May 2025

- Provided compassionate assistance to patients, families, and hospital staff in various departments, including the emergency room, surgical unit, and pediatric ward.
- Assisted nursing staff with non-medical tasks such as patient transport, stocking supplies, and maintaining cleanliness in patient rooms and common areas.
- Completed training in patient confidentiality, infection control protocols, and proper handling of medical equipment to ensure compliance with hospital policies and procedures.

Volunteer, American Red Cross, Colorado Springs, CO August - May 2021

- Participated in blood donation drives as a donor ambassador, greeted donors, provided information, and ensured a positive donation experience.
- Developed strategic plans for blood drive logistics, including site selection, scheduling, volunteer recruitment, and promotional activities to maximize donor participation.

WORK EXPERIENCE

Biology Tutor at Colorado College, Colorado Springs, CO August - May 2024

- Assisted students with homework assignments, laboratory reports, and exam preparation.
- Collaborated with faculty members and teaching assistants to align tutoring sessions with course objectives and curriculum requirements.

Camp Counselor, YMCA, Denver, CO Summer 2021, Summer 2022

- Facilitated daily activities, games, and recreational programs designed to promote teamwork, leadership, and character development among campers.
- Planned and organized age-appropriate outdoor adventures, arts and crafts projects, sports competitions, and themed events to create memorable and enriching experiences for campers.

SKILLS

Computer: Microsoft Excel, R, Python, MATLAB

Laboratory: Cloning, PCR, Gel Electrophoresis, DNA/RNA Extraction, Mass Spectrometry-based Metabolomics Techniques, Gas Chromatography, Liquid Chromatography, UV-Vis Spectroscopy

Name Here

123-456-7891 | coloradocollege.edu | LinkedIn URL | Colorado Springs, CO

EDUCATION

Colorado College, Colorado Springs, CO

May 2023

Bachelor of Arts in Psychology

GPA: 3.7/4.0

Senior Thesis: Sleep and Self-Regulation: A longitudinal Analysis Across Adolescence

HONORS AND AWARDS

Psychology Student Research Award

May 2022

Boettcher Scholar

2019 - 2023

Dean's List

2019 - 2023

PROFESSIONAL ASSOCIATIONS

Student Member, Psy Chi Psychology Honors Society

2021 - 2023

Student Member, American Psychological Association

2021 - 2023

RESEARCH EXPERIENCE

Research Assistant

Spring 2023

Professor Smith at Colorado College, Colorado Springs, CO

- Developed coding system for behavioral assessment results of 8-year olds.
- Tested 40 research participants for ability to complete various fine motor skills such as chewing gum, cutting with scissors, and tying shoes.
- Assisted with running a chi squared and MANOVA analysis on SPSS to determine significance of the research hypothesis.

Research Assistant

Fall 2022

Professor Fox at Colorado College, Colorado Springs, CO

- Utilized PSYCLIT to research psychological literature on dreams in adolescents.
- Assisted with development of coding system to analyze content of reported dreams.
- Interviewed 8 research participants and collected dream report data.

RELATED EXPERIENCE

Psychology Tutor

2021 - 2023

Psychology Department at Colorado College, Colorado Springs, CO

- Provided 150 individual tutoring sessions to students in General Psychology courses.
- Assisted with preparing labs for exercises and experiments that were conducted for several psychology courses.
- Scored student quizzes under supervision of the General Psychology professor.

Social Work Intern

Spring 2022

El Paso County Department of Social Work, Colorado Springs, CO

- Conducted intake interviews with 25 applicants to the Country Drug & Alcohol Counseling Program.
- Co-facilitated group sessions on mindfulness techniques, coping skills, and healthy communication for clients in the Drug & Alcohol Program.
- Prepared 25 progress reports on the client's participation in reaching their self-developed goals and shared reports with clients social workers.
- Properly documented incidents that occurred during group sessions to ensure the social workers were up to date on their clients progress.

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LEADERSHIP EXPERIENCE

Member 2020 - 2023

Psychology Department Advisory Board at Colorado College, Colorado Springs, CO

- Advised Department faculty and staff members on students opinions of current course offerings and schedule.
- Participated in Departmental decisions concerning faculty and curricular issues.
- Contributed to the search committee for a new Psychology Department Visiting Professor.

Captain 2022 - 2023

Women's Soccer Team at Colorado College, Colorado Springs, CO

- Motivated players before games by reading an inspirational quote and reminding everyone of their strengths.
- Supported assistant coach in planning 5 game strategies, which resulted in winning each of the games.

Head Lifeguard Summer 2022

Psychology Department at Colorado College, Colorado Springs, CO

- Trained 3 lifeguard assistants on how to properly scan the area for danger, communicate issues to managers, and how to stay calm in crisis situations.
- Successfully saved 2 drowning victims and properly documented the incidents.
- Supervised and scheduled 3 lifeguard assistants and ensured appropriate coverage during all hours of the pool.

PUBLICATIONS

Smith, B. K., & **Colorado, C. C.** (2023). Comparisons of shoe-tying, gum-chewing, and line-cutting behaviors in tall vs. short children. *Journal of Behavioral Measurement*, 235, 100-101.

Fox, A. A., & **Colorado, C. C.** (2022). Chewing gum imagery in dreams of twelve to fourteen year olds. *Bulletin of Visual Imagery While in REM Sleep*, 12, 1000-1045.

PRESENTATIONS

Colorado, C. C. (April 2023). Sleep and self-regulation: A longitudinal analysis across adolescence. Paper presented at Senior Capstone Day, Colorado College, Colorado Springs, CO.

Colorado, C. C. (April 2023). Comparison of shoe-tying, chewing, and line-cutting behaviors in tall vs. short children. Paper presented at Undergraduate Consortium for Psychology Research, University of Northern Colorado, Greeley, CO.

Colorado, C. C. (December 2022). Development of coding method for the analysis of image types in dreams of adolescents. Paper presented at the Undergraduate Consortium for Psychology Research, New Mexico State University, Las Cruces, NM.

SKILLS/LANGUAGE

- Intermediate proficiency in SPSS Analytical Software
- Beginner proficiency in FORTRAN and PASCAL
- Beginner proficiency with "Manuscript Manger: APA Style" Software
- Advanced proficiency with writing and speaking Spanish
- Intermediate proficiency with writing and speaking French