

Resumes vs. CVs

graduate programs academic/ research positions outside of the US

grant application

What are the major differences?

Curriculum Vitae
Length:
Structure & Flexibility:
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Personal Information:
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COMMON CV SECTIONSFOR GRADUATE PROGRAMS & ACADEMIC/ RESEARCH POSITIONS

COMMON CV SECTIONS FOR JOBS OUTSIDE THE UNITED STATES

Heading: Name & Contact Information	
Personal Information	
2	
Summary of Qualifications and Skills	
Education	

<u>Tip</u>	<u>s for</u>	Elect	ronic	Docu	<u>ments</u>

Action Words

Communication People Skills

Samples to Guide You

Peter H. Piper

Telephone: 651.523.5232 Email: ppiper01@hamline.edu

Nationality: American

Date of Birth: 1 January 1996

Status: Single

OBJECTIVE

To obtain a Santiago-based summer internship with Youth International.

SUMMARY OF QUALIFICATIONS & SKILLS

Advanced Spanish proficiency

Background in working with diverse groups of youth and adults in a variety of settings

Proven leadership, management, customer service and communications skills

Commitment to diversity and youth development

EDUCATION

Hamline University, St. Paul, MN, Sept 2013-May 2017

Bachelor of Arts in Psychology, Minor: Spanish / GPA 3.8, Dean's List Fall 2013

My coursework has included a series of introductory and intermediate level psychology courses including General Psychology, Lifespan Development, Abnormal Psychology, Psychology of Adjustment, and Multicultural Perspectives in Psychology. I have also taken Introductory through Advanced Spanish courses. In addition, I have taken a variety of other courses in the Humanities, Fine Arts and Social Sciences to complete Hamline's Liberal Arts curriculum requirements.

Hamline University, Mexico Semester, Guanajuato, Mexico, Fall 2014

Over the course of 4 months, I engaged in intensive language immersion while directly enrolled in classes with Mexican students and professors, studying Mexico's history, traditions, politics, and religion. I also lived with a Mexican family and actively participated in their daily activities. In addition, I regularly traveled around the region to learn about the country outside of the urban landscape.

Mounds View High School, Arden Hills, MN, Sept 2009- June 2013

I graduated in the top 10th percentile of my high school class. I was also inducted into the National Honor Society. I was active in student athletics and government by playing on the men's tennis team and serving as a class representative on the student council.

TEACHING AND ADVISING EXPERIENCE

Resident Advisor, August 2016 – May 2017

Residential Life, Hamline University, St. Paul, MN

I unified 20 culturally diverse first-year residents through the development and implementation of social, academic, recreational, and cultural activit**Ns.** I r

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PIPER M PETERSON

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SUMMARY OF QUALIFICATIONS

Recent graduate of Biology program at liberal arts university

Obtained research and lab experience through internships and jobs in the field

Proficient in a variety of laboratory and scientific research techniques

Passionate about wildlife, population ecology, and animal physiology

EDUCATION

Piper M. Peterson 2

Publications/Presentations

Presentation, Predaceous Vertebrates of the