

# How to Format a Curriculum Vitae

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# Goal:

The goal is for you to leave this session feeling like you have the tools to craft a beginner CV that you can build on over the years.

# Resume vs CV

- Area of Emphasis: Resume will emphasize skills and experience while a CV will emphasize involvement and academic achievements.
- Position you are applying for: Resume is most used for most positions while a CV may be for applying to academic positions such as high education and faculty.
- Length: A resume is usually 1-2 pages but no more than 2, while a CV does not have a limit.
- Sections: While you will order and emphasize sections differently, resumes and CVs both may change over the years as you gain more experience and advance in your field.

The background features two distinct illustrations. On the left, a hand in a white sleeve holds a dark blue telephone receiver against a lime green background. A wavy line representing a cord extends from the bottom of the receiver. On the right, a hand in a white sleeve points upwards at a yellow envelope icon with a dark blue flap, set against a teal background with radiating lines suggesting a notification or alert.

# Contact Information

# Contact Information Details

- Contact Information should be at the top of the CV just as it would be on a resume. It can be in a larger or bolder font than the rest of the CV.
- At least include full name, phone number, and email.
  - \*Make sure the email is the same one you put on your job application.
  - Linked in and Professional Title is optional.
- Avoid Unnecessary details.

# Professional Objective

OPTIONAL!



# Professional Objective/Summary

Purpose: This tells who you are professionally and is a quick overview of experiences, skills, and highlights your career goals.

How to Use: If you are changing careers a summary can be helpful. If staying on the same trajectory then a quick objective will suffice.

Note: Keep it concise & remember an objective/summary is optional!

# Professional Objective Key Points

Key Points to Highlight in a Professional Objective for Genetic Counseling:

- **Experience:** Mention your background in genetic science, patient care, and counseling.
- **Skills:** Emphasize core skills like *genetic risk assessment*, *patient education*, and *genetic testing*.
- **Passion and Commitment:** Highlight your enthusiasm for helping individuals understand their genetic health risks and guiding them through the decision-making process.
- **Career Goals:** Show your eagerness to contribute to a healthcare team and advance in the genetic counseling field.

This type of objective sets a clear and focused direction for your career, demonstrating both your qualifications and what you hope to achieve in the role.



# Educational Sections



# Education

- This is like a resume except also include relevant courses.
  - Degrees
  - Certifications
  - Relevant Courses
- Tips:
  - List in Reverse Chronological Order
  - Included Institution name, degree earned, and dates.

# Research, Publications, & Conferences



- Papers: Soley authored, co-authored or contributed to
  - \*Name of the conference
  - \* Publication Date it was published/presented
  - \* Name of Paper
- Research:
  - \* Specify the nature of the research
  - \* Your role in the research
  - \* Any accomplishments or publications

Research, Publications & Conferences should be towards the top of the CV, unlike a resume. I would put it after the education section.

# Professional Memberships

- These can be in your career, or even student level professional memberships. Student Examples below:
  - Student National GC Association
  - A student may take part in the Huntington's Disease Society of America and help at wellness events
  - \*Include the organization's name, dates of the membership, and any roles you have held.



# Relevant Experiences

These experiences should be focused on your area of interest, i.e. advocacy, counseling, shadowing, informational interviews, etc.

Please include dates, roles, and discuss involvement.

# Volunteer Work & Other Experiences



- List involvement in the community (volunteer, jobs, internships, clubs, etc.)
- Have the organizations name, your role, dates, etc

# Formatting & Final Touches

1

Make sure the font is easy to read, professional, and simple

2

Body: Size 10-12 font  
Headings: 14-16

3

Make sure there is enough space between sections, so it is easy to glance over

4

Save the CV under a professional name "i.e. Evan.ExerciseCV\_PDF"

5

Make sure you turn in the CV as a PDF unless otherwise directed

6

Note that references are available upon request. Use Action Verbs (see [here](#) for a list for resume and CV)

# Thank you

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