

# Writing a Curriculum Vitae

Presented by Ana Arteaga  
University of California, Merced  
Undergraduate Research Opportunity Center  
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# Resume vs. Vitae

- Length: Short
  - Content: All-inclusive summary of skills, experiences and education
  - Purpose: to get an interview or employment
- Length: As long as it takes
  - Content: Area-specific listing of education and academic background
  - Purpose: promotion and tenure, grants, specialist positions, awards, etc.

# Curriculum Vitae (or CV)

- Latin origin
- Means “the course of one’s life”

<p style="text-align: center;"><b>Erik J Menke</b> University of California, Merced Chemistry &amp; Chemical Biology Office Phone: (209) 228-4187 Department Phone: (209) 228-4309 Fax: (209) 228-4053 Email: <a href="mailto:emenke@ucmerced.edu">emenke@ucmerced.edu</a> Website: <a href="http://faculty.ucmerced.edu/emenke">http://faculty.ucmerced.edu/emenke</a></p> <p><b>Education</b></p> <p>PhD, University of California, Irvine, 2006. Major: Chemistry Dissertation Title: Advances in nanowire preparation via electrochemical step edge decoration Advisor: Penner, R.</p> <p>BS, Colorado State University, 2000. Major: Chemistry</p> <p><b>Professional Positions</b></p> <p>Assistant Professor, Chemistry &amp; Chemical Biology, University of California, Merced (2008-2014). Postdoctoral Researcher, University of California, Los Angeles. (2006 - 2008). Research Assistant, University of California, Irvine. (2001 - 2006). Teaching Assistant, University of California, Irvine. (2000 - 2006).</p> <p><b>Professional Memberships</b></p> <p>American Chemical Society. (2001 - Present). American Physical Society. (2001 - 2011). Materials Research Society. (2004 - 2006).</p> <p><b>Awards and Honors</b></p> <p>Regents' Fellowship, University of California, Irvine. (June 2006). MRS Silver Graduate Student Award. (March 2005).</p> <p style="text-align: center;"><b>RESEARCH</b></p> <p><b>Intellectual Contributions</b></p> <p><b>Journal Articles</b></p> <p>Ghosh, S., Huidic, J., Menke, E. J. Enhanced short-circuit currents in copper-indium-</p>	<p style="text-align: right;"><i>Erik J Menke</i></p> <p>Huidic, J. E., Sargisian, A. P., Shao, J., Ye, T., Menke, E. J. (2011). High-density gold nanowire arrays by lithographically patterned nanowire electrodeposition. <i>Nanoscale</i>, 3(7), 2697-2699. Publisher - Royal Society of Chemistry. (Current Status: Published; Date Published - March 2011). <a href="#">Full text of this item is available</a></p> <p>Umeda, G. A., Menke, E. J., Richard, M., Stamm, K. L., Wudl, F., Dunn, B. (2010). Protection of lithium metal surfaces using tetraethoxysilane. <i>Journal of Materials Chemistry</i>, 21(5), 1593-1599. Publisher - Journal of Materials Chemistry. (Current Status: Published; Date Published - November 12, 2010).</p> <p>Huidic, J. E., Taggart, D. K., Kung, S.-C., Menke, E. J. (2010). Lead Selenide Nanowires Prepared by Lithographically Patterned Nanowire Electrodeposition. <i>The Journal of Physical Chemistry Letters</i>, 1, 1055-1059. Publisher - The Journal of Physical Chemistry Letters. (Current Status: Published; Date Published - March 8, 2010). <a href="#">Full text of this item is available</a></p> <p>Xiang, C., Thompson, M. A., Yang, F., Menke, E. J., Yang, L.-M. C., Penner, R. M. (2008). Lithographically Patterned Nanowire Electrodeposition. <i>Physica Status Solidi (c)</i>, 5(11), 3503-3505. Publisher - Physica Status Solidi (c). (Current Status: Published; Date Published - July 2008).</p> <p>Marchioni, F., Star, K., Menke, E. J., Buffeteau, T., Servant, L., Dunn, B., Wudl, F. (2007). Protection of Lithium Metal Surfaces Using Chlorosilanes. <i>Langmuir</i>, 23(23), 11597-11602. Publisher - Langmuir. (Current Status: Published; Date Published - 2007).</p> <p>Menke, E. J., Brown, M. A., Li, Q., Hemminger, J. C., Penner, R. M. (2006). Bismuth Telluride (Bi2Te3) Nanowires: Synthesis by Cyclic Electrodeposition/Stripping, Thinning by Electrooxidation, and Electrical Power Generation. <i>Langmuir</i>, 22(25), 10564-10574. Publisher - Langmuir. (Current Status: Published; Date Published - 2006).</p> <p>Im, Y., Lee, C., Vasquez, R. P., Bangar, M. A., Myung, N. V., Menke, E. J., Penner, R. M., Yun, M. (2006). Investigation of A Pd Single Nanowire For Use as a Hydrogen Sensor. <i>Small</i>, 2(3), 356-358. Publisher - Small. (Current Status: Published; Date Published - 2006).</p> <p>Menke, E. J., Thompson, M. A., Xiang, C., Yang, L.-M. C., Penner, R. M. (2006). Lithographically Patterned Nanowire Electrodeposition. <i>Nature Materials</i>, 5, 914-919. Publisher - Nature Materials. (Current Status: Published; Date Published - 2006).</p> <p>Thompson, M. A., Menke, E. J., Martens, C. C., Penner, R. M. (2006). Shrinking Nanowires by Kinetically-Controlled Electrooxidation. <i>The Journal of Physical Letters, B</i>, 110(1), 36-41. Publisher - The Journal of Physical Letters, B. (Current Status: Published; Date Published - 2006).</p>
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# Why do this now?

- It will help you organize important things for your future career
- Assists in setting goals for your future
- Helps when getting recommendation letters and applying for positions
- Some grants and awards applications require this

# Why do this now?

- There is no “right way” to do a CV.
- It is most important to keep yours up-to-date
- Get samples online or from colleagues to help you get started
- Keep it professional – edit carefully

# General Set-up Suggestions

- Same font throughout (may vary sizing)
- Font size: 12 point best
- Regular paper when printed
- No underlining
- Single sided
- Margins – 1” all around
- Use bolding and caps to have things stand out
- Number your pages
- No graphics
- Full name on every page

# 5 Tips for a CV

- Clear – well organized and logical
- Concise – relevant and necessary
- Complete – includes everything you need
- Consistent – don't mix styles or fonts
- Current – Up-to-date

# What should be on a CV?

- Start with contact information
  - Full name
  - Permanent mailing address
  - E-mail address that won't expire
  - Phone numbers
- Education
- Honors and Awards
- Professional Experience (employment)
- Publications and presentations
- Extracurricular and volunteer experience



# Other sections for a CV

- Certifications and licensure
- Professional affiliations
- Professional activities
- Research
- Added qualifications

# Tips on Education section

- Most current schooling first (include your current educational work)
- Only include diploma distinctions
- Get the school's names correct!
- Degrees/certifications are what is important – not time spent
- List Thesis/Dissertation titles

# Example

## **Ana Lilia Arteaga**

2745 NW Circle Blvd Corvallis, OR

arteagaa@oregonstate.edu

arteaga.ana92@gmail.com

209-769-5857

### **EDUCATION**

- Ph.D. Materials Chemistry  
Oregon State University
- B.S. Chemical Sciences; *emphasis in Chemistry*  
University of California, Merced

2015-Present (*expected Spring 2020*)

August 2015

# Tips on Honors and Awards Section

- List most recent first
- Honors/Award Title – then date received
- Go back to undergrad but not before.
  - Only academic or professional
- Scholarships count
- Summer fellowships

# Example

## AWARDS AND HONORS

- Ford Foundation Predoctoral Fellowship, Honorable Mention March 29, 2016
- “Local students gain lab experience”, Featured in Merced Sun Star August 2015
- 2014 SACNAS Undergraduate Student Poster Outstanding Presentation Award in Chemistry (*awarded to top 8% of participants*) October 18, 2014
- BioNanotechnology Summer Institute-Cancer Nanotechnology and Cell Mechanics Honorable Mention Award August 8, 2014

# Example

## FELLOWSHIPS

- NanoBIO Graduate Student Researcher (NSF) June 2015-August 2015  
University of California, Merced
- Louis Stokes California Alliance for Minority Participation (NSF CAMP) June 2013-May 2015  
University of California, Merced
- NanoBIO Summer Research Scholars Program (NSF) July 2014-August 2014  
University of Illinois at Urbana-Champaign
- Center of Integrated Nanomechanical Systems (NSF NSEC COINS) June 2014-August 2014  
University of California, Merced
- United States Department of Agriculture Hispanic Serving Institutions National Mentoring Program (USDA HSI) June 2013-May 2014  
University of California, Merced
- American Chemical Society (ACS) Project SEED High School Scholar, Summer II June 2010-August 2010  
University of California, Merced
- American Chemical Society (ACS) Project SEED High School Scholar, Summer I June 2009-August 2009  
University of California, Merced

# Tips on Professional Experience Section

- Includes anything you were paid to do or was extensive and regular volunteer work
- Only list items relevant to academic work
- List most recent first
- If listing research, include the lab and director/principle investigator

# Example

## PROFESSIONAL EXPERIENCE

- Undergraduate Research Opportunity Center (UROC), University of California, Merced. Graduate Mentor July 2016-Present
  - Lead and coordinator of the weekly *Dissecting Journal Articles*. Hosted professional development workshops, and mentored undergraduate UROC scholars.
- Department of Chemistry, Oregon State University. Graduate Teaching Assistant September 2015-July 2016
  - General Chemistry Recitation and Laboratory
- Undergraduate Research Opportunity Center (UROC), University of California, Merced. Undergraduate Peer Mentor June 2015-August 2015
  - Lead and coordinator of the weekly *Dissecting Journal Articles*. Hosted professional development workshops, and mentored undergraduate UROC scholars.



# Tips on Extracurricular and Volunteer Experience Section

- List most recent first
- This tends to be a long list – careful!
- It is better to have long-term items or very relevant items instead of EVERYTHING
- Student organizations go here

# Example

## LEADERSHIP

- Society for Advancement of Hispanic/Chicanos and Native Americans in Science (SACNAS) University of California, Merced Chapter
  - President September 2013-May 2015
    - Awarded \$10,400 to take 22 members to the 2014 SACNAS National Conference May 2014-May 2015
    - 2015 SACNAS Outstanding New Chapter Role Model Award October 2015
  - Coordinator: High School Mentorship Program March 2014-October 2014

This program is hosted in Le Grand High School, Le Grand CA. The purpose of the program is to mentor low-income minority students to pursue a higher education. Monthly workshops are hosted and each student is mentored individually by a SACNAS at UC Merced member.
  - Interim President February-May 2014
  - Vice President November 2013-February 2014
  - Community Relations and Outreach Chair August 2013-November 2013

# Tips for Professional Section

## **Affiliations**

- Only those current
- Most current first
- Include all dates of affiliation
- Note any leadership positions

## **Activities**

- Past and present
- Most current first
- Only those specific to academic/research
- Should be school or university sponsored
- Include your role

# Example

## **PROFESSIONAL MEMBERSHIPS**

- American Chemical Society (ACS) July 2014-Present
- Society for Advancement of Hispanic/Chicanos and Native Americans in Science (SACNAS) June 2013-Present

# Tips for Research Section

- List most current first
- Make sure you indicate others you worked with
- Include grant funds if obtained
- Briefly describe here

# Example

## RESEARCH EXPERIENCE

- **Project:** Characterization of SEI formation on Na-ion batteries August 2015-Present  
**Advisor:** Dr. Xiulei (David) Ji, Oregon State University
- **Project:** Understanding Li and Mg Ion Behavior in Organic Solvents January 2014-August 2015  
**Advisor:** Dr. Erik Menke, University of California, Merced
- **Project:** Optimizing High Performance Liquid Chromatography Method for Measuring Plasma and Organ Angiotensin II from Insulin Resistant Rats June 2013-December 2013  
**Advisor:** Dr. Rudy Ortiz, University of California, Merced
- **Project:** Fabrication of Gold Nanowire via Electrodeposition January 2013-May 2013  
**Advisor:** Dr. Erik Menke, University of California, Merced
- **Project:** Electrodeposition of Copper Indium Diselenide for Solar Cell Applications June 2010-August 2010  
June 2009-August 2009  
**Advisor:** Dr. Erik Menke, University of California, Merced

# Publications and Presentations Section

- Two options for listing
  - Most recent
  - Order of publication
- Always bold your name in authorship
- Include submitted and/or pending publications or presentations
- Presentations may be large or small but pertinent enough to talk about
- Have copies of your pubs and/or presentation for the life of your CV

# Example

## INTELLECTUAL CONTRIBUTIONS

- Reed L, **Arteaga AL**, Menke E. A Combined Experimental and Computational Study of an Aluminum triflate/diglyme Electrolyte. *Journal of Physical Chemistry*. Publisher-Journal of Physical Chemistry. (Current Status: Published. September 10, 2015)

## PRESENTATIONS

- **Arteaga AL**, Reed L, Menke E. Mg Electrolyte Behavior for Rechargeable Mg Batteries. *Sites Presented:*
  1. University of California, Merced Research Week-Poster Symposium. Merced, CA March 2015
  2. Society for Advancement of Hispanic/Chicanos and Native Americans in Science (SACNAS). Los Angeles, CA October 16-18, 2014
- **Arteaga AL**, Reed L, Menke E. Li and Mg Ion behavior in Organic Solvents. *Sites Presented:*
  1. Center of Integrated Nanomechanical Systems (COINS) Symposium. University of California, Merced. Merced, CA August 27, 2014
  2. American Chemical Society (ACS) National Meeting and Exposition. San Francisco, CA August 10-14, 2014
  3. BioNanotechnology Summer Institute Symposium. University of Illinois Urbana Champaign. Urbana Champaign, Illinois August 8, 2014
- **Arteaga AL**, Reed L, Menke E. Li Ion behavior in Organic Solvents. University of California, Merced Research Week-Poster Symposium. Merced, CA March 12, 2014
- **Arteaga AL**, Lee A, Rodriguez R, Minas J, Nishiyama A, Ortiz R. Optimizing High Performance Liquid Chromatography Method for Measuring Plasma and Organ Angiotensin II from Insulin Resistant Rats. *Sites Presented:*
  1. California Alliance for Minority Participation (CAMP) Symposium. University of California, Irvine. Irvine, CA February 8, 2014
  2. Undergraduate Summer Research Symposium Oral and Poster. University of California, Merced. Merced, CA August 2013
- **Arteaga AL**, Reed L, Menke E. Preliminary Work on Novel Secondary Batteries. American Chemical Society Project SEED Oral Symposium. August 2010
- **Arteaga AL**, Menke E. Copper Inverse Opals. American Chemical Society Project SEED Oral Symposium. August 2009



# Added Qualifications Section

- Should be verifiable
- Include language fluency
- Cultural knowledge – maybe. Especially if you have had hands-on experience
- Anything else special

# Example

## **PROFESSIONAL DEVELOPMENT**

- UC Merced Undergraduate Research Opportunities Center (UROC),  
“Take me to the Doctorate” Professional Development Series October 2014-May 2015
- BioNanotechnology Summer Institute, Cancer Nanotechnology and  
Cell Mechanics July 2014
- NanoHUB software training July 2014
- Empower 2/3 Fundamentals using the Pro Interface-Training For High  
Performance Liquid Chromatography Breeze Software August 2014

# References

- Preferred 3, 4 maximum.

## **REFERENCES**

Dr. Erik Menke  
Associate Professor  
University of California, Merced  
emenke@ucmerced.edu  
(209) 228-4187

Jesus Cisneros  
Director, Undergraduate Research  
Opportunity Center  
University of California, Merced  
jcisneros@ucmerced.edu  
(209) 228-4248

Dr. Juan C. Meza  
Dean, School of Natural Sciences  
University of California, Merced  
jcmeza@ucmerced.edu  
(209) 228-4487

Dr. David Xiulei Ji  
Assistant Professor  
Oregon State University  
David.Ji@oregonstate.edu  
541-737-6798

# Lessons learned:

It's a small world



## PRESENTATIONS

- **Arteaga AL**, Reed L, Menke E. Mg Electrolyte Behavior for Rechargeable Mg Batteries. *Sites Presented:*
  1. University of California, Merced Research Week-Poster Symposium. Merced, CA March 2015
  2. Society for Advancement of Hispanic/Chicanos and Native Americans in Science (SACNAS). Los Angeles, CA October 16-18, 2014
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  2. American Chemical Society (ACS) National Meeting and Exposition. San Francisco, CA August 10-14, 2014
  3. BioNanotechnology Summer Institute Symposium. University of Illinois Urbana Champaign. Urbana Champaign, Illinois August 8, 2014

## EDUCATION

- Ph.D. Materials Chemistry 2015-Present (*expected Spring 2020*)  
Oregon State University
- B.S. Chemical Sciences; *emphasis in Chemistry* August 2015  
University of California, Merced

# What should you be looking for?

- Grammatical Errors
- Formatting
- Unnecessary information
- What information is missing?
- Does it look professional?