

University of Florida

**CAREER  
CONNECTIONS  
CENTER**



# **CVs, Teaching Statements, and Research Statements**

Communicating Your Value as a Graduate  
Student

# Meet Ashley Jacobs

## from the Career Connections Center!



Assistant Director for Career  
and Industry Engagement-  
Public Health and Health  
Professions

 UF PHHP Careers

Schedule a time to prepare for your career or internship search, ask how about to leverage your experience, or get your professional documents critiqued!

**Email: [ajacobs@ufsa.ufl.edu](mailto:ajacobs@ufsa.ufl.edu)**

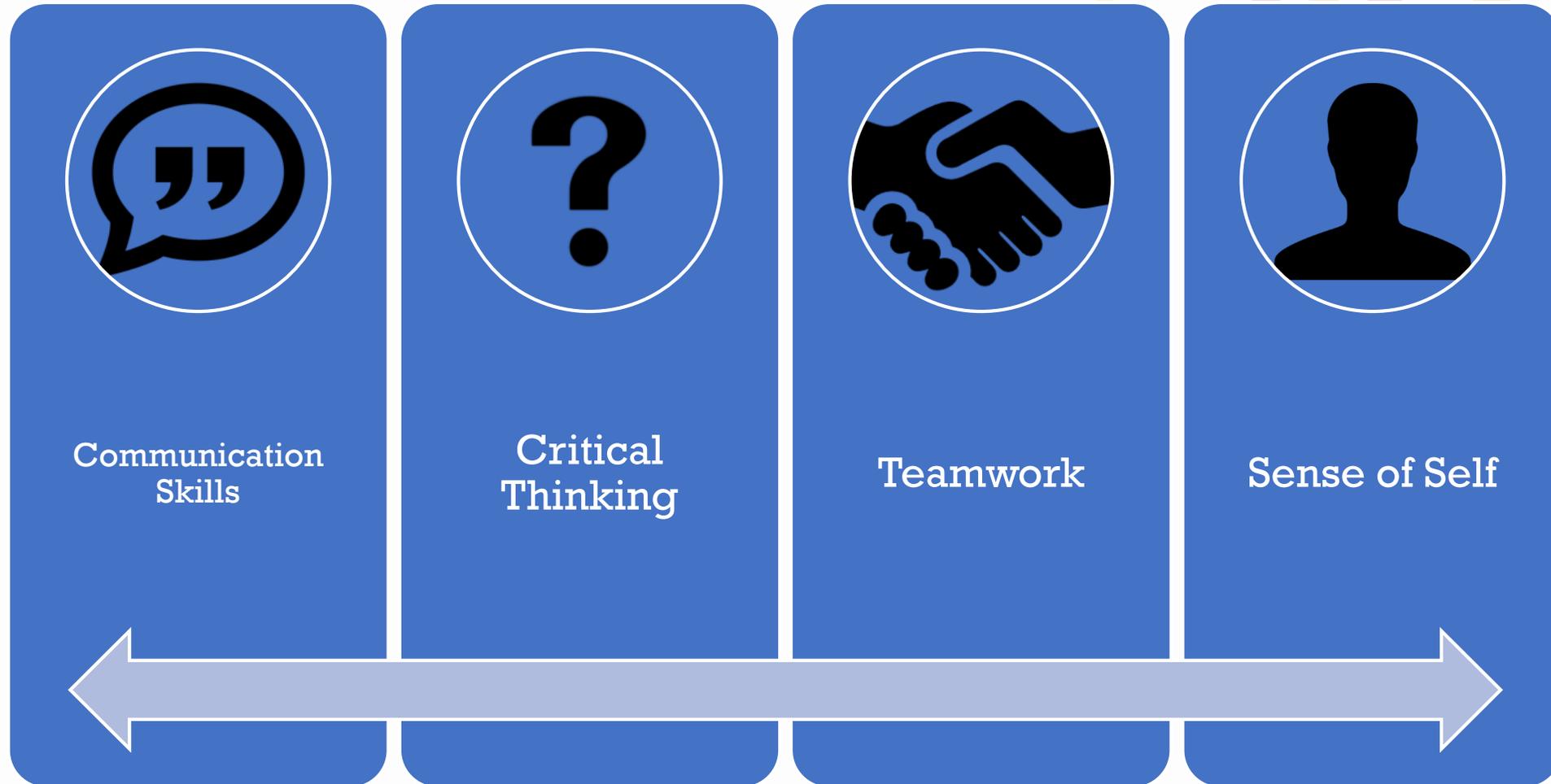


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# Competencies Gained @ UF



# Career Action Plan Mindsets



## ***Learn about Yourself & Career Options***

Students test and affirm the assumptions about who they are and their career options



## ***Develop Professionally***

Students learn and develop competencies related to their interests and world of work



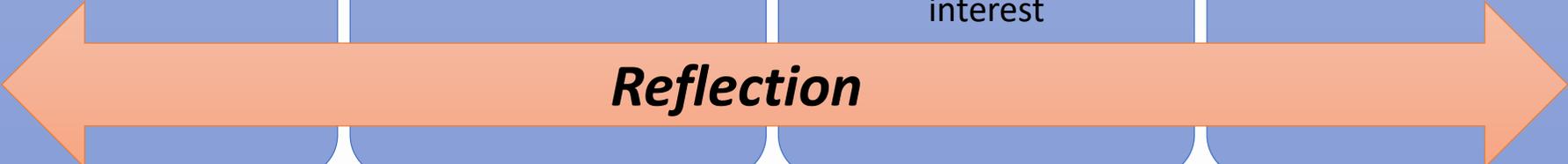
## ***Build Experience***

Students gain exposure to a professional environment and demonstrate competencies specific to fields or industries of interest



## ***Prepare for Your Next Steps***

Enables students to make informed decisions about their next steps

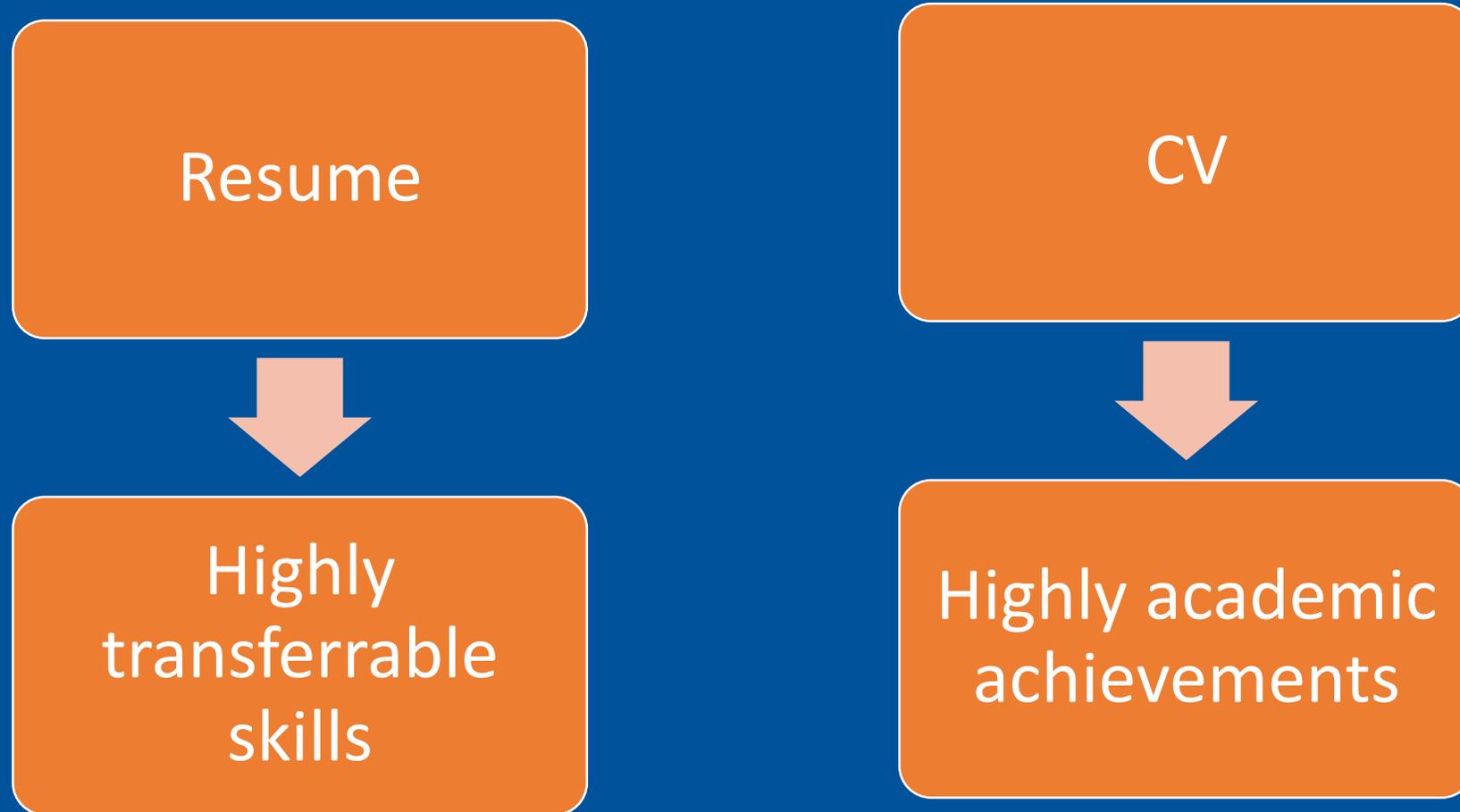


***Reflection***

# Overview of CVs

CV (Curriculum Vitae) Defined: a brief account of a person's education, qualifications, and previous experience

# Purpose of CVs vs. Resumes



# Logistics

	Resume	CV
Length	1 page	>2-3 pages
Margins	.5"- 1" on all sides	1" on all sides
Font	10 – 12pt font	12pt font
References	On separate sheet	Included in CV

# Experience on CVs

Education and  
Relevant  
Coursework

Graduate  
Assistantships

Scholarships  
and  
Fellowships

Professional  
or Clinical  
Experience

Teaching  
Experience

Research  
Experience

Academic  
Service or  
Leadership

Publications  
and  
Presentations

Volunteering

Professional  
Affiliations

Global  
Experience

Awards and  
Distinctions



# Do Not Include Your...

Social  
Security  
Number

Picture

Age or  
Birthdate

Marital  
Status

Ethnicity or  
Religion

Hobbies



# Name and Contact Information

## MADISON JONES

(352)555-1234 • 123 Gator Lane, Gainesville, FL, 32611 • mjones@ufl.edu • MJ.Wordpress.com

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Local Address:  
123 Gator Lane  
Gainesville, FL, 32611

Home Address:  
456 Lightning Ave  
Tampa, FL 33777

# Education

## EDUCATION

### **PhD in Immunology**

University of Florida

Thesis: Impairment of Liver in Hepatitis B Cases

Relevant Coursework: Immunology, Anatomy

Professional Memberships: American Society for Virology

May 2018

Gainesville, FL

### **Bachelor of Science in Biology**

University of South Florida

Minor: Spanish

GPA: 3.5/4.0

Awards:

May 2010

Tampa, FL

### **Study Abroad: Spanish Language and Culture**

University of Madrid

Coursework: Advanced Spanish, History of Spain

July 2009

Madrid, Spain

# Skills and Certifications

## Skills and Certifications

Coding Skills: C++, Java, and HTML

Laboratory Skills: Use of Micropipette, DNA Extraction, Agarose Gel Electrophoresis

Languages: Spanish (Fluent), Portuguese (Proficient), Japanese (Beginner, Self Taught)

Certification: Myers-Briggs Type I Certified

# Tips on Experience

- Task vs. Skill Oriented
- Results Focused
- Quantifiable
- Use of action verbs
- Avoid acronyms
- Avoid “I” statements
- What are the bigger themes?
- Keep specific job description in mind



# Research Experience

## Molecular Biology Technician

2013 – 2015

*Agilent Technologies (formerly Hewlett-Packard Laboratories)*

Palo Alto, CA Supervisor: Dr. Name and Dr. Name

- Contributed to the development of an oligonucleotide microarray and analysis package. Analyzed quality of arrays by hybridizing fluorescently and radioactively labeled oligonucleotides to chips, detecting hybridization by intensity scanning, and analyzing and comparing data using various analyses software.

## RESEARCH INTERESTS:

- The biopsychosocial factors that influence the development of flavor and food preferences, eating behaviors, and dietary patterns during infancy and early childhood
- The lifestyle and growth patterns during infancy and childhood that are predictive of obesity and metabolic syndrome risk during adolescence and adulthood
- The primary prevention of obesity through modification of parenting styles and child feeding

# Teaching Experience

General Biology I, Rutgers University-Camden, NJ

Fall 20XX

Co-taught Introductory Biology in a large class format (~200 students) to biology majors and pre-nursing students. Utilized backwards course design, traditional lecturing and “clicker” technology to evaluate both student learning and teaching effectiveness.

## Teaching Interests

German Literature, medieval and early modern literature and culture, literary theory and continental philosophy of religion, pre-modern intellectual and religious history, literary adaptations of myth

# Publications and Presentations

- Use APA or MLA: Whichever is appropriate for your field!
- Other Publication Headings:
  - Peer Reviewed Publications
  - Poster Abstracts
  - Presentations
  - Publications in Progress

Author(s): last name, first initial. Title.  
*Name/Title of journal*. Volume: page numbers.  
Date.

# The CCC's of Document Writing

## Consistent

- Format all experiences the same
- Use same verb tense throughout

## Clear

- Clear alignment with the position
- Understandable to those outside your field

## Concise

- Avoid unnecessary words

# Teaching & Research Statements



# Overview

- Teaching Statement: 1 -2 pages
- Research Statement: 1-5 pages
- First person/ “I statements”
- Be wary of “jargon”
- Know your audience
- Include examples
- Typo free!

# Teaching Statement or Philosophy

- Purpose:
  - Explanation and overview of your pedagogy and approach to learning in the classroom
  - Are you a good fit with the department and institution?
- Think:
  - What is it like to be a student in your class?
  - What specific strategies do you use in class?
  - What principles or philosophies guide your work?
  - What role does feedback play in your classroom?
  - Does your teaching style or pedagogy align with the departments' philosophy?

# Teaching Statement or Philosophy

- Questions to Ask Yourself:
  - What are your goals for student learning?
  - How will you enact those goals?
  - How will you assess those goals?
  - What standard or novel courses are you prepared to teach?
  - How will you create an inclusive environment?

Be specific & give examples!

# What if I have limited teaching experience?

- Who are some of the greatest teachers you've had and what made them effective?
- What are some of the not-so-great teachers you've had and why?
- What teaching experience have you gained outside of structured experiences?
- What experience do you have presenting or public speaking?
- What about mentoring, advising, or coaching experiences?

How do your own experiences demonstrate the skills you would need for the position?

# Research the Department

- A good teaching philosophy will truly speak to the needs of the department – customize!
- College/Department Websites
- Use Your Network!
- News and Social Media
- Faculty Background/Bios

What skills, abilities, or pedagogical beliefs do you need to be successful in this role?

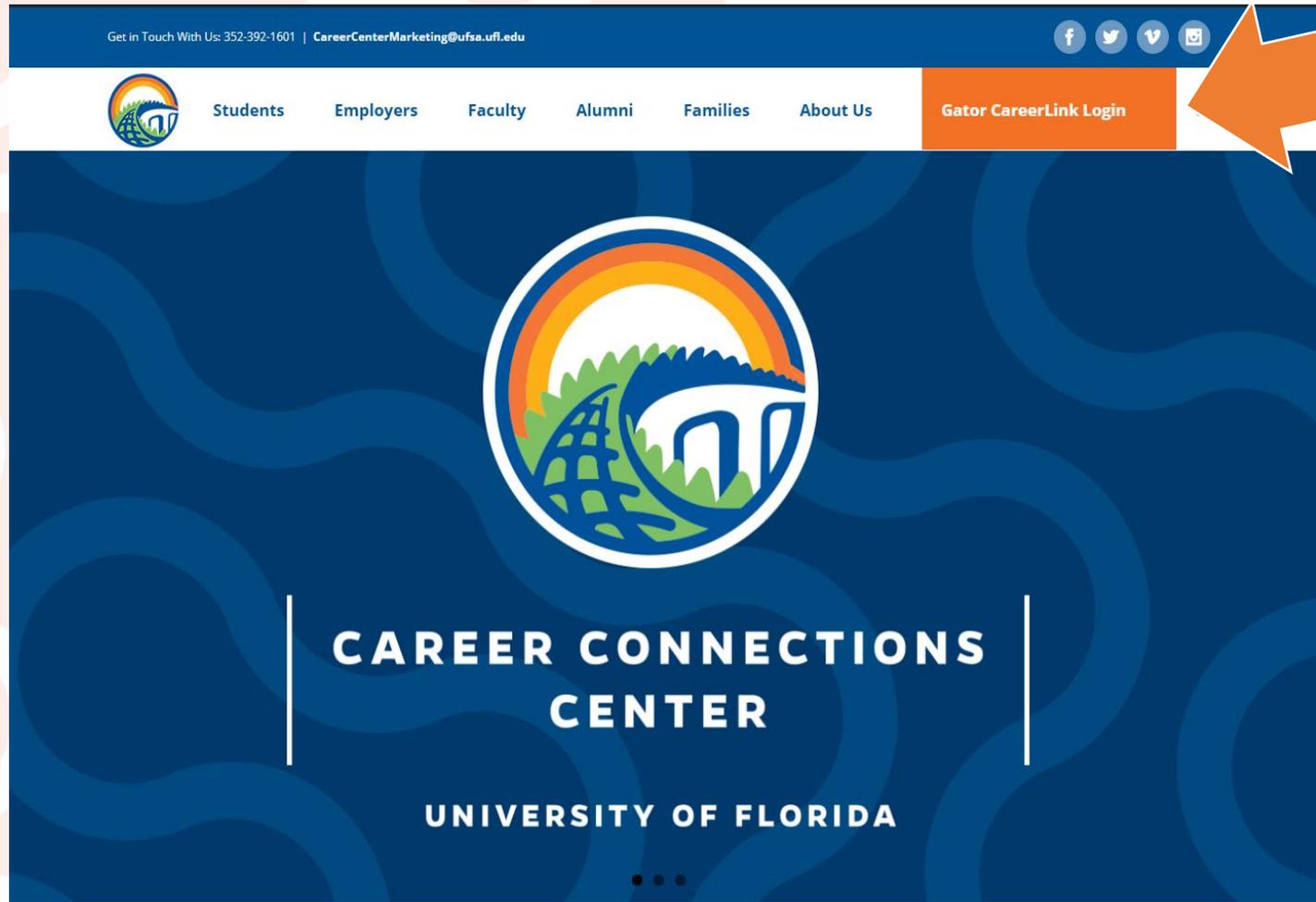
# Research Statements

- Purpose:
  - Explain the past, present, and future of your research
  - Explain the context of your research in the bigger picture
  - Explain how you and your research will benefit the department and institution

# From Good to Great

- Assessing your statement: Second set of eyes!
  - Faculty advisor or trusted professor
  - Peers and Colleagues
  - Academic Network
  - Career Connections Center Staff
- Look at other statements and compare

# Making an appointment





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