

Typical C.V. Contents

- List all educational experience starting at the bachelor's degree level. Make sure you indicate your thesis title and who you worked with in grad school. Similarly your postdoctoral indicate final project and your advisor as well as the institution.
- Split out research versus teaching experience (list courses taught, number of students, lab experiments developed, list publications in the Journal of Chemical Education, if you directed any undergraduate student research while you were in graduate school or during your post doc list it.)
- List current research interests: synthesis and isolation of neuropeptides, etc.

- List personal skills related to job (programming languages, instruments skills – FT IR, NMR, HPLC, run vs. fix, electronics facility, drill press, lathe, glassblowing, etc.)
- List general interest (music, do you play? write science-fiction? etc.)
- Community work (hospital volunteer, scouting 4-H, Big Brother/Sister).
- Language facility (speaking, writing).

- Presentations: list all including posters but differentiate between poster and talks underline your name when you were the presenter.
- Papers: list all in print, submitted- be cautious about “in preparation”- be ready to send a copy of the paper that you would not be embarrassed about. Denote those in which you were principal author, those with undergrad participant.
- Give names of references (at least 3), phone numbers and e-mail addresses. Get permission to use name. Provide them with info to help write letter.
- Be sure you **give all of your contact information** including mailing address, phone and e-mail.
- Do not include your social security number or any family information. You should not be asked to give this type of personal data. You will need to let them know your Social Security number when you claim reimbursement for travel expenses but that comes a lot later.

See “And Gladly Teach” on CVs.
Very nice description of what to
include and discussion in each
section