Starting your Curriculum Vitae (CV)

A curriculum vitae (CV) is a comprehensive document that outlines your educational background, academic accomplishments, research, leadership experiences, and relevant skills, CVs are typically more detailed than résumés, focusing on comprehensive content rather than conciseness. Although there is no universally correct format, most CVs generally include the following information:"

1. Choose a Professional Format

- **Consistency**: Maintain consistent formatting hroughout the document. Use the same font type, size, and style for headings and body text.
- **Font Choice**: Choose easy-to-read fonts like Arial, Calibri, or Times New Roman. Keep font sizes between 10–12 points for body text and 14–16 points for headings.
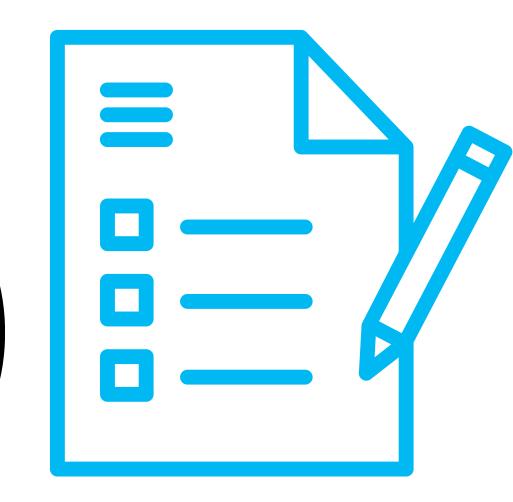
2. Add Key sections:

1. **Education:** Research or Academic Projects
2. **Experience:** Use bullet points to list details under each section. This makes information easier to scan and more visually appealing.
3. **Skills and Extras:** Skills, awards and Honors.
4. **Certifications:** Professional Development or achievements

3. Your Dissertation:

- A one- or two- page abstract of your thesis at the end of your CV is optional but recommended. In this attachment, concisely summarize your thesis work placing it within its scholarly context and noting its contribution to the field.

4. Extras:

- Educational travel with names of countries, dates and purpose of travel.
- Grants Received: Include name of grant, agency and dates received with title or purpose of research etc.
- Community Involvement: List relevant volunteer work and involvement with dates and description.

Do:

- Tailor your CV to the opportunity (academic vs, resear ch vs, internship)
- Use action verbs (analyzed," "collaborated, "jed")
- Proofread carefully –spelling and gram Keep it up–to-date each semester

Don't

- Don't use complex or fancy fonts — stick to clear, professional ones (e.g., Arial, Calibri).
- Don't use small font sizes — 10–12 pt is best for readability.
- Don't overcrowd the page — leave white space so it's easy to scan.
- Don't go beyond 2 pages (1 page is ideal for early-career applicants).
- Don't use bright or distracting colors unless applying for a creative role where it's relevant.
- Don't include images or profile photos unless specifically requested.
- Don't include irrelevant information

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EXPERIENCE

Resume Worded & Co.   **Oct 2017 – Present**
Financial Data Analyst, Business Development & Operations   San Francisco, CA
- Managed cross-functional team of 10 in 3 locations (Palo Alto, Austin and New York), ranging from entry-level analysts to vice presidents, and collaborated with business development, data analysis, operations and marketing
  - Launched Miami office with lead Director and recruited and managed new team of 10 employees; grew office revenue by 200% in first nine months (representing 20% of company revenue)
  - Designed training and peer-mentoring programs for the incoming class of 25 analysts in 2017; reduced onboarding time for new hires by 50%
- Achieved $200K reduction in department overspend by establishing ROI metrics and budget controls to improve prioritisation of the $4MM department budget
- Notes: Your most recent experience should have the most detail; avoid using more than 6 bullet points per experience; if you have accomplished a lot at one company and have more than 6 bullets, split them up into 2 or more job titles at the same company.

Instamake   **Jun 2015 – Oct 2017**
Associate Product Manager   San Francisco, CA
- Spearheaded a major pricing restructure by redirecting focus on consumer willingness to pay instead of product cost; implemented a three-tiered pricing model which increased average sale 35% and margin 12%
- Promoted within 12 months due to strong performance and organizational impact (1 year ahead of schedule)
- Identified steps to reduce return rates by 10% resulting in an eventual $75k cost savings

Resume Worded & Co.   **Jun 2011 – May 2013**
Associate Product Manager   Austin, TX
- Analyzed data from 25000 monthly active users and used outputs to guide marketing and product strategies; increased app engagement time by 2x, 30% decrease in drop off rate, and 3x shares on social media
- Drove redevelopment of internal tracking system in use by 125 employees, resulting in 20+ new features, reduction of 20% in save/load time and 15% operation time

EDUCATION

Resume Worded Business School   **May 2015**
Master of Business Administration Candidate; Major in Business Analytics   Austin, TX
- Awards: Bill & Melinda Gates Fellow (only 5 awarded to class), Director's List 2017 (top 10%)
- Leadership: Resume Worded Investment Club (Board Member), Consulting Club (Engagement Manager)

Resume Worded University   **May 2011**
Master of Business Administration Candidate; Major in Business Analytics   San Francisco, CA
- Note: Your education section can be much shorter than this; only add bullet points to your education if they add value to your overall experience; prioritize accomplishments in your work experience

OTHER

- **Technical Skills**: R, Visual Basic, Microsoft SQL Server, Tableau, SQL, Financial Modeling, Python
- **Certifications & Training:** Certified Scrum Master, Passed Resume Worded examinations
- **Languages**: English (native), Spanish (fluent), Chinese (intermediate)