

Creating Your Curriculum Vitae

WHAT IS A CURRICULUM VITAE

Curriculum vitae is Latin for “the course of one’s career.” Therefore, as the name implies, a curriculum vitae (CV) provides detailed information regarding an individual’s educational background, professional qualifications, research and employment (Jackson & Geckeis, 2003).

A CV is primarily used within the higher education, medical and science fields and is not limited to one or two pages. Instead, a CV is typically a multi-page document consisting of many sections and pages.

CV vs. Resume

While a CV is similar to a resume, there are, in fact, some distinct differences. Your particular need (graduate school admissions, grant application, job search, etc.) will determine if a resume or a CV is the appropriate document.

Resume	CV
<ul style="list-style-type: none">▪ Limited in length▪ Short summary of qualifications▪ Target specific audience▪ Mainly used in the United States	<ul style="list-style-type: none">▪ Typically multiple pages, length varies according to experience▪ Biographical▪ More general audience▪ International document

Why create a CV?

Depending on the field in which you want to work or the particular job to which you apply, you may need to submit a CV as part of your formal application. Most will find they need a CV if they are looking to pursue careers in academia, medicine and research. Additionally, it is not unusual for graduate and professional schools to request applicants to submit a CV with their application.

DESIGN & PRESENTATION

While there are many ways individuals can format CVs, it is essential that the finished product be a professional representation of your achievements, successes and capabilities. It is imperative that you recognize that your CV is a depiction of your professional image that will be judged by the multiple people to whom you send it. Therefore, it is essential that you pay attention to the form, style and wording of your CV.

Form and Style

The idea of having one standard form for creating CVs is neither possible nor practical. Everyone’s experiences are different and it is not appropriate to expect everyone to conform to a standard. The ability to arrange a CV individually allows one to be creative. As a result, the possibilities are endless. While this may be exciting, it is not an “anything goes” type of document. A CV is a representation of your professionalism. Therefore, you want to ensure you not only use a style acceptable for your field, but that you also maintain a polished format that others will find appropriate.

Wording

The language you incorporate into your CV can be beneficial or detrimental. You need to articulate your accomplishments in a condensed, to-the point format that will attract the attention of the reader. It is in your best interest to use strong action verbs. Verbs eliminate all guesswork by clearly describing your accomplishments. While you do not want to overwhelm the reader with too many words, you do want to make sure you provide enough detail. Additionally, you do not want to pad your CV. This is a waste of valuable space and does nothing to enhance the overall document.

Levels of Proficiency

Furthermore, in order to help the reviewer clearly understand your skills and competencies, consider using words that indicate a proficiency level. Helpful words include:

- Accurate
- Competent
- Strong (sense of, background in)
- Keen (sense of understanding of)
- Expert (in, at)
- Fluent (in)
- Uncommon
- Conversant (in)
- Proficient
- Successful (in, at)
- Knowledge (of)
- Practical (experience in)

WHAT IS INCLUDED IN A CV?

There are many styles of CVs that you can choose from; however, all CVs should include the same basic information.

REQUIRED CATEGORIES

Each CV contains a few sections that are required and cannot be omitted. They are your contact information, your education and relevant experience.

Contact information

Like a resume, your CV should immediately begin with your contact information. This includes your name, complete mailing address, professional email address and telephone number. This information makes up your heading and is formatted in a style similar to those found on resumes. This section is essential as it tells the reviewer who you are and how they can reach you.

Make your name stand out by using a bolder, larger font. Use all capital letters to spell out your name. While your middle name is optional, nicknames are not appropriate.

Use only a telephone number at which you can be reached and check messages. When listing your number, be sure to include the area code. Also, make sure you have a professional message. You want to be sure that callers immediately know that they have left a message for the correct person. You do not want them second guessing their message or your professionalism. If you are going to list multiple numbers be sure to indicate which is which by specifying “home” or “mobile.”

Finally, you will need to ensure that your email address is professional. If you are creating one specifically to use for professional correspondence, incorporate your name into the address. Again, this helps the recipient know from whom the email came. For example, cjones@hotmail.com and catherinejones@gmail.com are acceptable email addresses.

CATHERINE JONES

2 College Hill ■ Westminster, MD 21157
cjones@hotmail.com ■ 410-871-3305

Education

Your education section should follow either your contact information or an objective/professional summary, should you choose to use one. Under this section be sure to list the full name of all degrees (use no abbreviations), the dates you received them and the institution that awarded them to you. Additionally, under the education heading you will want to include majors and minors as well as your major GPA and cumulative GPA.

If you took courses at a college or university, you may list the institution on your CV under the education heading. Be sure to indicate the dates you were there and the courses you studied.

EDUCATION

Bachelor of Arts, cum laude, **McDaniel College**, Westminster, MD May 2005
Major in Psychology (GPA 3.7); minor in Forensic Science
Cumulative GPA 3.9
Dean's List Highest Honors

Johns Hopkins University, Baltimore, MD Summer 2004
Studied comparative psychology

Relevant Experience

The last required section of your CV is relevant experience. A CV is often used when trying to secure a particular opportunity. This opportunity could be a job, an assistantship, admission into a Master's or PhD program or a research grant. No matter the occasion, you must fully illustrate to the reviewer that you have the required experience necessary to be awarded such an opportunity. This section may be broken down into multiple categories as appropriate.

When listing experience, you must include the name of the employer, city and state, job title and employment dates. Following this information is a brief list of items describing what you did during each experience.

EXPERIENCE

National Institutes of Health Bethesda, MD
Summer Research Assistant 2004

- Conducted research on Vitamin D
- Researched characteristics of malignant tumors

University of Maryland, Baltimore County Baltimore, MD
Graduate Teaching Assistant 2002-2004

- Taught Biology I, II
- Facilitated university-wide recitation course

OPTIONAL CATEGORIES

Similar to a resume, it is in your best interest to target your CV to the audience. This means incorporating key words, values and expectations into your document. A simple way to do that is by creating targeted headings. You will, however, want to choose headings appropriate to your situation, the targeted industry and that allow you to highlight strengths and areas of expertise. Multiple examples on how to record such entries follow. You will see some headings that are combined. Remember, you can always separate and modify headings as needed.

Objective/Research Interests

The purpose of this portion of a CV is to indicate why the document is being distributed and may have many different titles. The objective can be as short as a sentence or as long as a concise paragraph. The idea is to clearly illustrate what it is that you seek. Additionally, it is appropriate to list one's short as well as long-term goals in this section.

RESEARCH INTERESTS

Study skills among first-generation college students

OBJECTIVE

A teaching position in an educational leadership program

Coursework

The purpose of this section is to demonstrate that you have the necessary educational training. This section should contain a complete list of courses relevant to the position or program to which you are applying. A brief description may be needed to show that the coursework aligns with the required job responsibilities or educational training. While it is appropriate to include a brief description of a course when needed, it is not appropriate to list course numbers or abbreviations as these are institution specific.

RELATED COURSES

Mathematics

- Discrete Mathematics
- Numerical Methods
- Abstract Algebra

Computer

- Computing Fundamentals I, II
- Algorithms
- Computer Organization

Honors/Achievements/Awards

Listed under this section should be a brief description of any special acknowledgments you have received. This section may include academic, athletic, institutional and community service awards.

HONORS/ACHIEVEMENTS

<i>Captain, National Championship Field Hockey Team</i>	2004
<i>Recipient, Smith House Award for Literary Excellence</i>	2003
<i>Honorable Mention, Circle K Leadership Award</i>	2003

Publications/Presentations

This section includes papers, articles or books that you have published as well as presentations that you have given to professional organizations during conferences, etc. When listing publications be sure to use the appropriate bibliographical format consistent with your field. When including presentations, you must include the title of the presentation, where it was presented (regional conference, retreat, etc.), the location and the date of the presentation.

PUBLICATIONS

Peer, C. (2004). The effects of resume writing workshops. *Journal of Career Peers*, 2, 3-5.

Career, P. (2003). Mock interviews: What is their prediction of typical behavior? *Career Training Journal*, 45(3), 436-445.

PRESENTATIONS

“The long-term effects iPod usage has on hearing,” research paper, American College Personnel Association, Boston, MA, April 2002.

Community Service/Volunteer Work

Involvement in the community is appropriate material for CVs. Additionally, it is appropriate to include service that has taken place within the institution. Similar to the rest of your entries, you will want to indicate where the involvement took place and when.

COMMUNITY INVOLVEMENT

<i>Volunteer, Carroll County Public Library, Westminster, MD</i>	2004-Present
<i>Student Representative, Honor and Conduct Board, McDaniel College, Westminster, MD</i>	2004-2006

Research and Teaching Assistantships

This section includes relevant research and teaching experiences that you have had. Be sure to list what was researched or the courses that were taught, the location of the experience and the dates.

TEACHING ASSISTANTSHIPS

Boston College, Boston, MA

Fall 2003

Courses taught:

English 101

Advanced Grammar

RESEARCH ASSISTANTSHIPS

Chemistry Lab, Gettysburg College, Gettysburg, PA

Fall 2002

Experimented with lead paint and drew conclusions identifying its link to behavioral problems in children

Licensure/Certification

If you have met the qualifications for a particular license or if you have received certification, you may include this information on your CV. If applicable, you will want to include information on any licenses you hold that fulfill state legal requirements. You will also want to list certifications to indicate specialized expertise in a particular field.

LICENSURE/CERTIFICATION

Licensed Psychologist, State of Maryland

2004

TESOL Certified

2000

Membership in Professional Associations

It is appropriate to list memberships in appropriate organizations related to your field(s) of interest. If you are not a member of any organizations or societies, you should seek out membership when appropriate.

AFFILIATIONS

American Bar Association

Maryland State Bar Association

Phi Alpha Delta, *international law fraternity*

Remember, the list of headings that can be used in a CV is extremely extensive. Therefore, as you create your CV it is essential that you tailor it to the industry and position to which you are applying. Additional headings are included on the next page.

Additional Headings

- Areas of Expertise
- Book Reviews
- Graduate Practica
- Professional Overview
- Editorial Boards
- Distinctions
- Arrangements/Scores
- Teaching Interests
- Master's Project
- Career Achievements
- Language Competencies
- Internships
- Consulting Experience
- Research Awards
- Recitals
- Books
- Research Interests
- Thesis
- Invited Lectures
- Leadership
- Specialized Training
- Background
- Academic Honors
- Performances
- Book Reviews
- Areas of Knowledge
- Study Abroad

ELECTRONIC CVs

As you begin creating and using your CV, you may find that you need an electronic or scannable version of your document. Since not every software program recognizes bullets, specific fonts, etc., it is in your best interest to save your CV as an ASCII text file. One can easily create this file by choosing the “plain text” option from the “Save As” box that comes up when you save your CV.

When creating an electronic CV try using capital letters to indicate headings. Additionally, because your CV may be scanned into a database, be sure to choose fonts such as Times New Roman or Courier, which are most likely going to be recognized by the software program. Remember to use professional paper that is light in color. This will make it easier to scan your CV.

If you decide to load your CV to the World Wide Web, consider attaching links to some of your documents to create a mini-portfolio. This will further allow the reviewer to evaluate your knowledge and competencies. Remember to keep the document professional and to link only to relevant documents or artifacts that demonstrate your best efforts. Additionally, make sure these documents are perfect and free of spelling and grammar errors.

IMPORTANT THINGS TO CONSIDER

CV Dos:

- List your education section first. The degrees you possess and where you received them are extremely important and often take significance over other items.
- Emphasize content and not necessarily form. However, you must still ensure that your CV is a neat, professional looking document.
- List the names of individuals under whom you studied or conducted research, etc. Name dropping is ok when writing CVs.
- Proofread multiple times and have others proof your CV.
- Focus on your audience and the reason why you are sending out the CV. This will provide guidance as you begin to create and format your CV.

- Target your CV to the field in which you want to work. Reviewers in particular industries look specifically for certain items/headings. Be sure to know what type of CV is expected in your particular industry.
- Write a cover letter to accompany your CV. Visit Career Services to pick up a *Guide to Writing Cover Letters*.
- Include your name and a page number on all pages that follow the first page. You do not need to incorporate the rest of the information that makes up your heading.
- List all entries in reverse chronological order.
- Use a computer to type your CV.
- Be consistent in your design, text and punctuations. Be professional!
- Use a readable font.

CV Don'ts:

- Limit yourself to one page. A CV is a place to list almost everything! Take advantage of this opportunity to showcase your qualifications.
- Skip proofreading. Your CV must be perfect. Don't give potential employers and mentors the impression that you do not have the skills necessary to succeed.
- Use bold fonts, italics, symbols and bullets when creating an electronic or scannable CV.

Sarah K. Michaels, Ph.D.

387 High Bluff Trail
Portland, ME 04105
ph: 207.555.4803
email: sarah.michaels@polar.bowdoin.edu

Education:

Eastman School of Music

1995

Ph.D. in Music Composition

Composition Studies with Christopher Mellon and Peter St. Michaels.

1991

Master of Music in Composition

Composition Studies with Linda Davis and Anthony Miles.

Computer Music Studies with Rebecca Adler.

Boston University

1989

Bachelor of Music in Composition

Honors: *summa cum laude*

Composition studies with Edith Foo and Johnny Detweiler.

Piano Studies with April Stevens.

Employment:

Bowdoin College

August 1997-

Assistant Professor, Music, and Coordinator of Digital Arts

Duties & Accomplishments:

- Administrative responsibilities related to the Digital Arts program
- Teach Music and Digital Arts courses
- Director of Digital Arts-Music program and music studio
- Curriculum Computing Consultant for the School of Music
- Grew Digital Arts program from infancy to current size of 35 majors
- Attained funding in excess of \$300,000 for Digital Arts program

Bowdoin College

Jan. 1996-May 1996

Adjunct Faculty

Instructor of Digital Music and Technology

Boston College

Jan. 1996-May 1996

Adjunct Faculty

Instructor of Computer Music and Music for Film

Eastman School of Music

Sept. 1992-August 1995

Departmental Assistant, Composition (Computer Music Center)

Duties:

- System Administrator and Instructor of labs, classes and summer courses.

Special Areas:

- SGI, NeXT, Sun, and Macintosh hardware
- Digital audio workstations and multi-track recording
- MIDI studios
- Managing Internet information resources

Performances:

Compositions performed in the United States and Europe by the Boston String Quartet, the BC Faculty Quartet, Marimolin, pianist Matt Rodgers, percussionist Randy Givens, the New Orleans Symphony. Festival performances include the 1996 Berlin Festival of Contemporary Music, the 1999 Festival of New Music at Boston University, the 1999 "Contrasts" Contemporary Music Festival in Lviv, Ukraine and the 2000 Rockport Chamber Music Festival.

Performances as a pianist in Bowdoin College School of Music recitals, the Eastman Musica Nova, the Boston University Composer Forums, and the Boston University Concert Jazz Band. Additional performances as a keyboardist and electric guitarist with the chamber ensemble Bodyhammer, and in performances of Symphonies 8 and 10 by Glenn Branca.

Exhibitions:

Ain't Life Grand (1997): An interactive sound installation, created in conjunction with the 1998 Digital Arts Advanced MIDI students and shown at the Brunswick Cultural Arts Center. A network of computers, sensors, video, motion detectors, and a 21-channel sound system were used to enhance the art of Brunswick 6th-grade students. Sensors and motion detectors distributed throughout the gallery space captured the motion of participants, sending data to a computer network that interpreted audience movement as a musical performance through a 21-channel sound system.

Recordings:

CORN BREAD: *Bigger than Life*, Marimolin, GM Recordings, 1997. (Featuring works written for the ensemble by Michaels, Billy Cheese, Eddie Martin, and Gunther Williams)

GED RUMBLINGS: *Going Forward*: a compilation of unique music, Poison Plant Recordings, 1992.

Publications:

CORN BREAD, C. Allen Publications, 1993.

Awards and Grants:

- 2000 -- Bowdoin College Full-Time Faculty Research Grant
- 2000 -- Boston University Music Teachers Association Composer Commission
- 1998 -- Bowdoin College Full-Time Faculty Research Grant
- 1995 -- Eastman School of Music Belle Gitelman Award in Composition
- 1991 -- Eastman School of Music Howard Hanson Orchestral Prize

1990 -- Marimolin Composition Prize
1989 -- Boston University Edwin E. Stein Award for Excellence in the Arts

List of Works:

Chamber and Solo Works

Verve for solo violoncello (2000)
Duration: 11 minutes
Premiere: Jennifer David
Massachusetts Music Teachers Association Convention; Wesfield, MA
October 27th, 2000

Trio: finale for violoncello, piano, and percussion (1999)
Duration: 3 minutes
Premiere: Ginny Finch
November 17th, 1999

Blade on the Greens for solo percussion (1999)
Duration: 3 minutes
Premiere: Robin Stevens
"Constrasts" Contemporary Music Festival; Lviv, Ukraine
October 11th, 1999

Fling String Quartet (1995/98)
Duration: 18 minutes
Premiere: Boston University Faculty Quartet
Ninth Biennial Festival of New Music; Boston, MA
February 6th, 1999

Swing for solo piano (1996)
Duration: 3 minutes
Premiere: Paul Dachlesen
1996 Bergen Festival of Contemporary Music; Baden-Baden, Norway

Venus of Beauty for 2 keyboards, trumpet, percussion and cello (1995)
Duration: 5 minutes
Premiere: Terry Triumph Orchestra
In Your Ear Festival; Rochester, NY

A Flutist's Tale/Passions on Fire for flute and string quartet (1993)
Duration: 5 minutes
Premiere: Nelly Oliphant, flute and the Virtuosi of the New World Symphony; Miami, FL

Electro-Acoustic

Glitz for solo performer and computer (1999)
Duration: ca. 5 minutes
Premiere: Brunswick, ME
December 6th, 1999

A Round and a Square for electric guitar and computer processing (1999)
Duration: 7 minutes
Premiere: Electric Vibe, electric guitar; Boston, MA

The Bowdoin HipHop for sampling keyboard (1998)
Duration: 3 minutes
Premiere: Glenn Greene, keyboard; Brunswick, ME
Written for the Centennial Celebration of Penelope Hall at Bowdoin College

Heavy Hardware for computer-realized tape (1991)
Duration: 3 minutes

Gladiator for tape (1989)
Duration: 5 minutes
Premiere: Boston, MA

Orchestral

Opus for Life for flute and orchestra (1991)
Duration: 5 minutes
Premiere: Netty Riveria, flute and the New World Symphony; Boston, MA

Theatrical

Myths of being Snowbound: A Lesson for Today for violoncello, piano and percussion with narrator (1999) Duration: 9 minutes Premiere: The BCLO Ensemble; Brunswick, ME November 17th, 1999

Installations

Ain't Life Grand (1997): with the 1997 Advanced MIDI Class of Bowdoin College
Premiere: Brunswick Cultural Arts Center, Brunswick, ME

Arrangements and Transcriptions

One for the Road for voice, cello, percussion and piano (2000)
Premiere: The BCLO Ensemble; Brunswick, ME
March 3, 2001

Ciao for cello, percussion and piano (1999)
Premiere: The BCLO Ensemble; Brunswick, ME
November 17th, 1999

French Canadian Songs for brass quintet (1993)
Premiere: Toronto Brass Quintet; Boston, MA
October 21st, 1993

Salinas del Mar for flute and orchestra (1993)
Premiere: Pete "Pops" Sands and the San Juan Pops

References:

Available upon request.

Taken from Quintessential Careers: http://www.quintcareers.com/vita_sample_5.html

Peter M. Stork, Ph.D.

4837 Steeler Blvd., Pittsburgh, PA 15213
Home: (412) 555-4567 • Office: (412) 555-2982
E-mail: pstork@pitt.edu

EDUCATION

Doctor of Philosophy, Chemical Engineering, Pennsylvania State University, University Park, PA, 1979

Master of Science, Chemical Engineering, Pennsylvania State University, University Park, PA, 1975

Bachelor of Science, Chemical Engineering, University of Pittsburgh, 1970.

ACADEMIC/TEACHING EXPERIENCE

Chairman, University of Pittsburgh, Chemical Engineering Department, Pittsburgh, PA, July 2000 - Present

- Teach undergraduate and graduate students.
- Supervise and guide master's and doctoral students' thesis work.
- Supervise job performance of four professionals and two departmental staff members.
- Conduct and lead departmental meetings.
- Manage \$500,000 departmental yearly budget, which includes salary, equipment, alumni discretionary, supplies, and miscellaneous expenses.
- Participate in hiring professionals.

Director, University of Pittsburgh, Ph.D. Program in Chemical & Energy Engineering, Pittsburgh, PA, 1995 - 2000

Full Professor, University of Pittsburgh, Chemical Engineering Department, Pittsburgh, PA, 1979 - Present

Assistant/Associate Professor, University of Pittsburgh, Chemical Engineering Department, Pittsburgh, PA, 1979 - 1990

Interim Chairman, University of Pittsburgh, Chemical Engineering Department, Pittsburgh, PA, 1989 - 1990

Visiting Professor, 1988 - 1989 University of Texas, Department of Petroleum Engineering, Austin, TX

COURSES TAUGHT

Undergraduate

- Material and Energy Balances
- Fluid Flow
- Thermodynamics
- Engineering Economy
- Plant Design
- Reactor Design

Graduate

- Heat Transfer
- Reactor Design
- Thermodynamics
- Alternative Energy Systems
- Mass Transfer
- Research Philosophy & Design

COURSES DEVELOPED

- Developed course titled “Material and Energy Balances” for outreach students. The effort involved writing an extensive study guide for self-paced correspondence course.
- Designed and developed graduate course titled “Multiphase Flow and Heat Transfer.” This course has been very well received by students and is offered as a short course to industry professionals.

INDUSTRIAL EXPERIENCE

Consultant, Shell Petroleum Technology, Austin, TX, 1990 - Present

- Pioneered work on modeling transient momentum, heat, and mass transport in wellbores. Made significant impact on well test design and interpretation. Model is aiding Chevron with well tests and allowing better design of surface facilities for wells in high-temperature reservoirs.
- Introduced concept of thermal storage to identify a phenomenon that affects early-time temperature and pressure data in transient tests.
- Designed and implemented model for phase redistribution in wellbores.
- Developed and implemented rigorous solution for formation temperature distribution with a finite wellbore heat source. Utilized this method to formulate expressions for fluid temperatures for multiphase production in onshore and offshore facilities in single and multiple producing strings.
- Redesigned and simplified the method for estimating static formation temperature from mud temperature (after circulation has ceased), thus offering more accuracy and reliability.
- Developed analytic expressions for fluid temperature in the annulus and the tubing during mud circulation. The new technique facilitates modeling of heat transfer during gas-lift operations and gas-lift valve design.
- Developed method to analyze acoustic well sounding (AWS) data for testing pumping wells. Made significant contributions in the area of pumping well testing.
- Pioneered modeling of multiphase flow, including two-phase flow of oil and water and three-phase flow of gas-oil-water in vertical and deviated wells. The wellbore model has become an industry standard and is utilized extensively by Chevron and British Petroleum.

Consultant, Bush Oil Resources, Odessa, TX, 1998 - 1999

- Played instrumental role in developing predictive models and streamlining various tools and methods for international corporations.

Technical Researcher, NASA-Glenn, Cleveland, OH, 1997 - 2000

- Developed computational tools for cryogenic transport processes under low pressure and micro gravity conditions.
- Modeled transient flow of mass, momentum, and energy for cryogenic fluid flow.

ACADEMIC HONORS AND AWARDS

- Dow Chemical Professor of Engineering, University of Pittsburgh, 1995 - present.
- Outstanding Technical Editor, Society of Petroleum Engineers, 1994 and 1997.
- Commonwealth Scholarship, Pennsylvania State University, 1973 - 1978.

RESEARCH FELLOWSHIPS

- Summer Research Fellowship, American Society of Engineering Educator at NASA-Glenn Research Lab, Cleveland, OH, 1994 and 1996.
--Modeled transient transport processes in cryogenic fluids.
- Summer Research Professorships, University of Pittsburgh, Pittsburgh, PA, 1995 and 1997.
- Summer Research Fellowship, Association of Midwestern Universities, Ohio National Engineering Lab, Dayton, OH, 1985 and 1987.
--Modeled two-phase flow metering, reservoir simulation.

RECENT REFEREED PUBLICATIONS

Fluid Flow/ Heat Transfer

- Stork, P.M., Greene, D., and Foo, X.: "Modeling Heat Transfer Oil Line Cooldown," *Journal of Petroleum Technology*. In Press.
- Stork, P.M., and Klein, C.S.: "A Simplified Model for Oil-Water Flow," *Chemical Engineering Science*. Feb. 1999.
- Stork, P.M., Klein, C.S. and Foo, X.: "Modeling Wellbore Oil Flow and Heat Transfer," *Journal of Flow Dynamics*. June, 1998.
- Greene, D. and Stork, P.M.: "Gauge Placement Matter in Transient Data Acquisition," *Chemical Engineering Journal*. Feb. 1998.
- Stork, P.M., Klein, C.S., and Foo, X.: "Application of a Simulator for Testing Oil Well Capacity," *Journal of Petroleum Technology*. Sep 1997.
- Stork, P.M., and Klein, C.S.: "Predicting Fluid Temperature Profiles Oil Wells," *Journal of Petroleum Technology*. Aug 1996.
- Greene, D., Stork, P.M., and Jordan, A.K.: "A Transient Gradiated Model for Testing Gas Wells," *Journal of Petroleum Technology*. June 1996.

- Stork, P.M., Klein, C.S., Amene, A., and Foo, X.: "A Model for Circulating Fluid Temperature," *Journal of Flow Dynamics*. June 1996.
- Greene, D. and Stork, P.M.: "Controlling Circulating Fluid Temperature in Well Operations," *Journal of Petroleum Technology*. June 1996.
- Stork, P.M.: "Bubbly and Slug Flow in Vertical and Inclined Wells," *Journal of Flow Dynamics*. Aug. 1995.
- Stork, P.M., and Klein, C.S.: "Aspects of Heat Transfer During Two-Phase Flow in Wells," *Journal of Flow Dynamics*. Aug. 1994: 211-16.
- Stork, P.M. and Greene, D.: "Estimation in Countercurrent Vertical Two-phase Flow," *Chemical Engineering Journal*. 79, No. 16 (1994): 2567-74.
- Stork, P.M. and Greene, D.: "Modeling Transient Data Following Mud Circulation," *Journal of Petroleum Technology*. March 1994: 17-24.

Pressure Transient Analysis

- Stork, P.M., and Klein, C.S.: "Modeling Wellbore Phase Redistribution," *Journal of Flow Dynamics*. 1995.
- Stork, P.M., and Klein, C.S.: "Understanding Changing Wellbore Storage," *Journal of Energy Resources Science & Technology*. Dec. 1994.
- Klein, C.S. and Stork, P.M.: "Two-phase Flow Correlations in Pumping Oil Wells," *Journal of Flow Dynamics*. June 1994: 121-28.

RECENT GRANT FUNDING

Total grants exceed \$500,000

- Flow Behavior at Low Pressures, NDJOA, 1999-00, \$95,000.
- Thermohydraulics of Oil Transfer Lines, Shell, 1997-99, \$76,000.
- Two-phase Flow at Low Pressures. NDJOA, 1998-99, \$44,000.
- Transient Analysis in Flowlines. NDJOA, 1997, \$22,000.
- Flow Resistance Detection in Pipelines. Joint Industry Project with Texas Tech, Shell. 1996, \$133,000.
- Flow Remnants Effect at High Temperatures. NDJOA, 1995, \$87,500.
- Channel Diameter on Bubbly Flow. NDJOA, 1995, \$57,000.
- Liquid Flow in Narrow Chambers. NDJOA, 1994-95, \$36,000.

INVITED SEMINAR PRESENTATIONS

- Aspects of Wellbore Heat Transfer, Society of Chemical Engineers, Dec. 16, 2000.
- Topics on Multiphase Flow/Heat Transfer, Montana School of Mines, March 19, 1993.
- Topics on Multiphase Flow/Heat Transfer, Shell Petroleum Technology Co., April 4, 1990 and Aug. 23, 1990.
- Topics on Multiphase Flow, University of Texas at Austin, Feb. 15, 1988.

RESEARCH INTERESTS

- Transient Transport Processes.
- Wellbore Fluid Flow and Heat Transfer.
- Multiphase Flow of Gas/Liquid/Solid.
- Cryogenic Fluid Flow/Heat Transfer/Thermodynamics.
- Pressure Transient Analysis.

SERVICE -- PROFESSIONAL

Reviewer for Professional Journals

- *Society of Petroleum Engineers Journal*
- *American Society of Chemical Engineers Journal*
- *Journal of Petroleum Technology*
- *Journal of Flow Dynamics*

Reviewer for Research Proposals

- National Science Foundation (NSF)
- Petroleum Research Fund (PRF)
- Department of Energy (DOE)

Professional Affiliations

- Fellow, Society of Petroleum Engineers, SPE, 1981 - present
- Member, Society of Flow Engineering, 1990 - present
- Member, SPEJ Technical Review Committee, 1997 - 2000
- Member, SFE's Research Review Committee, 1995 - 2000

SERVICE -- UNIVERSITY

- Chair, President's Transition Committee, Pitt, 1999
- Member, Presidential Search Committee, Pitt, 1998 - 1999
- Member, Departmental Program Accreditation, Pitt, 1999
- Chair, Dean of the School of Engineering Search Committee, Pitt, 1995
- Member, Task Force on Promotion and Tenure, Pitt, 1998 - 1999
- President, chapter of Sigma-Xi, Pitt, 1997
- Member, Graduate Committee, Pitt, 1991-94
- Member, Faculty Research Committee, Pitt, 1987

REFERENCES

Available upon request.

Taken from *Quintessential Careers*: http://www.quintcareers.com/vita_sample_3.html

Kelley E. David, M.D.

8435 Ally Lane, DeLand, FL 32720

386-555-6526 • 386-555-6234

E-mail: david@deland-isp.com

Medical Training

Residency Internal Medicine at Shands Medical Center, a University Hospital of the University of Florida Medical School, Gainesville, FL, *1998-present*

- Provide both inpatient and outpatient care.
- Gained exposure to CCU and ICU management and have rotated through all the specialties of medicine.
- Selected Chief Resident, 2000.

Internship Florida Red Cross, Jacksonville, FL, *1996*

- Six months of safety, medical, and survival training in a rural setting and six months in an urban setting.

Education

Medical MD in Internal Medicine, University of Florida, Gainesville, FL, *1998*

Certificate of Medical Practice (CMP), University of Pune, India, *1991*

Undergraduate Bachelor of Medicine and Bachelor of Surgery (MBBS), University of Pune, India, *1990*

Licenses & Certifications

- Board Certified in Internal Medicine, August, 2000

Professional Affiliations

- American Medical Association
- American College of Physicians

Professional Experience

Senior House Officer in Internal Medicine, Salmaniya Medical Center, Bahrain, Arabian Gulf, 1993-1995.

- Administered inpatient and outpatient care primarily in cardiology and endocrinology at 1,220-bed tertiary-care center, the largest on the island, offering all medical and surgical specialties.
- Covered CCU and ICU by rotation.
- Participated in training medical students and junior residents in Internal Medicine.
- Collaborated in research activities of cardiology and gastroenterology departments and published papers related to thrombolytic therapy and *H. pylori*.

Physician, KMK Hospital, N. Parur, India, 1992-1993

- Served as sole internist at 100-bed hospital catering to a rural population.
- Established a CCU with facilities for thrombolysis and non-invasive care of cardiac patients.
- Handled all internal medicine problems.
- Operated diabetic clinic for rural population.

Physician in charge of intensive care unit, Pune Hospital and Research Center, Pune, India, 1991-1992

- Served as one of two internists running the ICU in conjunction with a visiting cardiologist.
- Cared for both cardiac patients and general intensive-care patients.

Lecturer at King Edward Memorial Hospital, Pune, 1991

- Participated in training residents.
- Assisted in managing patients and department.

Research and Publications

"Thrombolytic Therapy in Acute Myocardial Infarction: The Bahrain Experience 1993-1995," *Bahrain Medical Bulletin*, Vol. 19, No. 3, September 1995.

"Prevalence of *Helicobacter Pylori* Among Dyspeptic Patients in Bahrain," *Bahrain Medical Bulletin*, Vol. 17, No. 2, June 1994.

"How Safe is Thrombolytic Therapy in Acute Myocardial Infarction?" *Journal of the Saudi Heart Association*, Vol. 7, No. 2, 1994.

Taken from *Quintessential Careers*: http://www.quintcareers.com/vita_sample_1.html

References

Located in the Career Resource Library

Jackson, A.L. & Geckeis, K. (1998). *How to prepare your curriculum vitae: Revised edition*. Chicago, VGM Career Books.

Anthony, R. & Roe, G. (1998). *The curriculum vitae handbook: How to present and promote your academic career*. San Francisco, Ruid Publishing.

Additional Paper Resources

Career Services' *Resume Writing Made Easy*—found in Career Resource Library located in Smith House.

Career Services' *Guide to Writing Cover Letters*—found in Career Resource Library located in Smith House.

Web Resources

<http://www.mcdaniel.edu/5732.htm>

<http://www.utexas.edu/research/eureka/resources/vitae/index.php>

<http://www.dartmouth.edu/~gradstdy/careers/services/vita.html>

<http://www.career.vt.edu/JOBSEARC/Resumes/vitae.htm>

http://www.coloradocollege.edu/careercenter/images/pdfs/curriculum_vitae.pdf

<http://postdocs.unc.edu/cv.PDF>

http://www.quintcareers.com/vita_samples.html

This is where the CV samples for Kelley David, Sarah Michaels and Peter Stork were taken from. Samples were modified.