



# Resume and CV Guide

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Essential resources for long-term career planning

## Resume/CV Writing Guide

This guide is designed to help you construct the first draft of your resume. While there is no one “right” format, the Bates Center for Purposeful Work suggests using the following guidelines and resume examples to create a general format for your resume that may be modified as needed. We recommend you maintain an archival resume with all of your positions and salary history, and use the archival resume to pull necessary and relevant information for creating modified versions of your resume.

### Purpose of a Resume

A resume summarizes your education, experiences, and qualifications as they relate to your career goal(s). The primary purpose of a resume is to market yourself to a potential employer in hope of securing an interview. The resume and the cover letter provide the prospective employer with a first impression of you. It is not necessary to include every single experience in your background. Therefore, your resume should call attention to your experiences, skills and accomplishments that are most relevant to the position.

### Purpose of a Curriculum Vitae (CV)

Unlike a resume, a CV encapsulates your educational and academic background, including teaching and research experience, publications, presentations, awards, honors, and affiliations. CVs are appropriate for graduate school applications and academic positions such as faculty openings and assistantships; also, CVs are used for grants, scholarship, and fellowship applications. Specific instructions on how to write a CV and an example can be found toward the end of this guide. **Reference Sample Resume #9 for specific instructions on how to create a CV.**

### Resume Format and Style

- The most common resume format is in reverse chronological order in which education and experience (both paid and unpaid) are listed with the most recent and working backwards
- Consider using a traditional font (such as Times New Roman) and resist the urge to get too creative
- Use a minimum font size of 10 -point, and a maximum of 12 -point; font size should be consistent throughout your resume
- Be selective when using bold, italics, underlining, and capitalization to emphasize words and headings; overuse will distract from its effectiveness
- Use white space and consistent formatting to create a document that flows smoothly and is aesthetically pleasing
- Avoid using tables to format your resume; Tables can alter text alignment, making revisions frustrating

### Content

- Keep the job or internship description in mind when writing your resume
- Give more space and emphasis to the aspects of your experience that are most pertinent to the position
- Typically resumes written by college students and recent graduates are limited to one page
- Two page resumes are the exception, but are appropriate if you are applying to a scientific or scholarly research position or graduate school. Also, longer resumes are appropriate for certain industries where extensive experience such as community engagement or performing arts is relevant

## **Name, Telephone, Email and LinkedIn URL (including your home address isn't recommended)**

- Use your full name and set it apart from the body of the resume
- For security reasons, do not include your address on your resume, especially if you are uploading your resume on an online job board. List one telephone number where you can be reached at all times
- We recommend creating a new email address dedicated to your job search and check it regularly

## **Education (required)**

- List the name(s) of college(s) attended (including off-campus study), location (city and state or country), degree or certificate received (spell out Bachelor of Arts or Science), expected date of completion, major/minor/concentration
- Include your senior thesis: a one-line title (or proposed title) of your thesis
- Include the name of your high school if you are an underclass student, if it is relevant to your career or geographic pursuits or if it is nationally known; it is fine to leave this information out if you do not have enough room
- While your grade point average (GPA) is generally not required on a resume, many employers in finance and consulting require the GPA be included. If the job description lists a required minimum GPA, then you should include your GPA on the resume. Otherwise, only include your GPA if it enhances your qualifications; see a counselor if you are uncertain.

## **Honors and Awards (optional)**

- This section can stand alone or can be included as part of your education section
- List academic honors (e.g., Dean's List) and any achievements that demonstrate academic excellence
- Senior thesis may be included here, especially if you were selected to complete an honors thesis
- Provide a brief description of any awards received; include relevant dates

## **Experience (required)**

This section shows how your work experience relates to your career or job choice and demonstrates to the employer that you have the skills necessary to do the work. Include relevant experiences and skills gained from any of the following: full-time, summer, and part-time work, internships, field work, special research projects, volunteer work, and extracurricular activities. Here are some tips:

- Experience should be listed in reverse chronological order; include dates and location
- Lead off with the name of the employer or organization and your job title
- Emphasize experiences that illustrate your strengths, interests and transferable skills (e.g., leadership, communication, research, customer service)
- Use the job description to help focus on the most relevant required skills
- Use action verbs to describe your responsibilities (e.g., researched, created); see list of action verbs on the last page of this guide
- Verb tense will depend upon whether or not you are currently performing the tasks stated
- Highlight your accomplishments and/or the results of your work, including promotions
- Quantify your experience if possible (e.g., number of people involved, amount of money raised)

## Activities (optional)

- This section is important for liberal arts students and recent graduates; it adds depth to your resume by showing commitment and involvement outside of academic coursework and employment
- Include leadership positions and membership in clubs, organizations, and/or athletics
- Illustrate how you progressed (e.g., member to president, writer to editor)
- Briefly elaborate on your role(s) and provide descriptions of activities that require explanation
- Know your audience: readers outside of the Bates community will not be familiar with terms “Mount David Summit” or “Short Term”; include brief explanations when necessary

## Skills and Interests (optional)

- Highlight special skills that are applicable to the type of job sought; these could include foreign language proficiency (e.g., highly proficient in Spanish) computer, technical, scientific and/or artistic skills, or special certifications
- Include any specific interests not otherwise noted on your resume that you want prospective employers to know about you (e.g., extensive global travel experience, skiing, ballroom dancing)
- After you decide what you will include in this section, choose an appropriate heading name (e.g., Skills and Interests, Interests and Achievements)
- Personal data such as religious affiliation, marital status, and date of birth should not be included

## Tips for Success

- Be honest
- Emphasize measurable results and accomplishments with facts and figures whenever possible
- Be consistent in your use of headings, verbs, grammar, hyphens, indentations, and bullets
- Avoid use of pronouns (I, my, etc.) and abbreviations (except the two-letter code for states)
- Minimize use of articles (the, an, a) and prepositions (of, for, in, with)
- Check for and eliminate misspelled words, typos, and grammatical errors!
- Update your resume each time you change responsibilities and/or gain experience
- Save your resume as both a Word and PDF document. Review and check for any visible edits, redlines or formatting discrepancies
- Save your resume with a relevant document name: “Joanna Bates – Resume – Research Assistant”
- Follow employer guidelines on the type of document accepted for online applications. Use a PDF version when emailing your resume
- List the names, titles, addresses, and phone numbers of references on a separate document. Do not include them with your application unless requested to do so

## How to Get Started

### Step 1 - Brainstorm

- List your jobs, major activities, educational experiences, and accomplishments during the last five years
- Describe your experience
- Think about the skills you used in each job/activity and choose action verbs (attached list) which most accurately describe your responsibilities and accomplishments

- Focus on how you added value to the organization

### **Step 2 - Organize your information**

- Determine the best way to group your experiences and choose appropriate section headings
- Do not be bound by the particular headings listed in this guide
- Choose a style that best suits your needs

### **Step 3 - Format your information by writing a draft**

- Select substantive action verbs to lead off each experience
- Decide how best to emphasize certain pieces of information (e.g. job title, employer) with the use of bold type, italics, and/or capitalization
- Concise yet specific language is most effective

### **Step 4 – Have your resume reviewed**

- It is important to have your resume reviewed by the Bates Center for Purposeful Work. You can come to walk-ins without an appointment
- It is also recommended that you have someone in your field of interest provide feedback as well

### **Step 5 - Polish your resume**

- Proofread: your resume needs to be free of any typos or grammatical errors
- It often takes a few drafts to refine what you have written
- Your resume is dynamic – it will change often as you gain experience and determine your career path

## **Bates Center for Purposeful Work Assistance**

Please call the Bates Center for Purposeful Work at 207.786.6232 for an appointment with a counselor or stop by Chase Hall during walk-in-hours and speak to a Purposeful Work Fellow. We look forward working with you!

**Felicia Bates**

fbates@bates.edu | (207) 888-8888: [Linkedin.com/in/Feliciabates](https://www.linkedin.com/in/Feliciabates)

**EDUCATION**

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**Bates College**, Lewiston, ME Expected 2022  
Major: Undeclared

**Holderness School**, Holderness, NH 2018  
GPA: 93.5/100, High Honors  
The Bob Brooks Award – Elected by the 9<sup>th</sup> grade class for the upperclassman they can confide in  
Theology Prize- awarded to upperclassmen with passion and work ethic for the subject

**Lewiston High School**, Lewiston, ME 2015-2017  
GPA: 95/100  
National Honor Society 2016 & 2017

**ATHLETIC LEADERSHIP**

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**Bates College Varsity Alpine Ski Team**

- Participate in pre-season training 15+hours per week

**High School Athletic Awards – Holderness School and Lewiston High School**

- Track: Pride & Character Award Track & Field 2017, Winged Foot XC 2017
- Eastern FIS 2013 Downhill Championship, top ten finish, 2017
- Track: 1st Place Western Maine Championships 1600M, 2017
- Cumberland County Sheriff’s Office Police Athletic Scholarship, 2017
- Maine State Alpine Class C High School Champion GS & SL 2014-2016

**COMMUNITY ENGAGEMENT**

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**Volunteer, Camp Sunshine**, Casco, ME Summers 2016 - 2018  
• Assisted children with cancer and their families for one week each summer.

**Volunteer, City of Lewiston**, Lewiston, ME Spring 2016  
• Created a Single-Use Plastic Bag Ban Ordinance for the City of Lewiston, 2015 -Referendum.

**Mentor, Farwell Elementary School**, Lewiston, ME Spring 2015  
• Tutored young children at local elementary school 3x a week serving as a mentor and teaching assistant.

**WORK EXPERIENCE**

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**Deckhand, Lilly B**, Freeport Harbor, ME Fall 2014 - present  
• Collect fares and manage cash box.  
• Tie the boat to the dock and occasionally drive.  
• Communicate with customers regarding boat transportation options.



**Felix Bates**

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**EDUCATION**

**Bates College**, Lewiston, ME 2021  
Bachelor of Arts in Politics, Concentration in Identities and Interests  
Minor: Educational Studies  
Relevant Coursework includes: Perspectives in Education; Cities, Slums, and Democracies; Concepts in Special Education; Race, Cultural Pluralism, and Equality in American Education

**RELEVANT EXPERIENCE**

**Lewiston High School**, Lewiston, ME September 2018 – Present  
*Student Teacher*

- As part of coursework for Education seminar, teach high school students in humanities classes
- Facilitate class discussions; determine class syllabi and grade homework, tests and quizzes

**Hillview Public Housing Facility**, Lewiston, ME Summer 2018  
*Lead Intern – Elementary Arts Program*

- Led hourly art classes twice a week for 8-10 public housing students, largely Somali Refugees
- Created a fun curriculum of meaningful art activities to meet student’s intellectual and social needs
- Maintained detailed reflections and project notes which were put into a guide given to future interns
- Wrote regular progress reports for site supervisors and the Bates College Education Department

**Lewiston School District**, Lewiston, ME Jan 2017 – May 2018  
*Volunteer Classroom Aide*

- Devoted 30 hours a semester to assisting in classroom, experience in 5th grade and Pre-K
- Facilitated small group and one-on-one enrichment activities with students requiring extra help
- Reflected and connected observations to Education class material in frequent written assignments

**Bates College: Office of College Advancement** 2017 - Present  
*Annual Giving Office Intern*

- Collaborated with office staff to conduct statistical analysis and write reports on previous fundraising campaigns, peer school performance, and assist in modifying annual giving policies
- Review student callers’ pledge work, make phone calls, and support staff during events

**SKILLS & INTERESTS**

- Highly proficient in Microsoft Word, Excel, and PowerPoint
- Limited proficiency in Spanish and Italian

**Allison Bates**

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**EDUCATION**

**Bates College**, Lewiston, ME  
Bachelor of Arts, Theatre and English  
Cumulative GPA: 3.69

May 2019

**EXPERIENCE**

**Clubbed Thumb**, New York, NY  
*Production Assistant Intern*

Summer 2018

- Served as a Production Assistant at Clubbed Thumb's Summerworks production of *Men on Boats*
- Attended to the needs of actors and production staff during daily rehearsals; collected and organized audience demographic information gained from front of house surveys
- Worked backstage for the production run; managed of props and moved set pieces

**Bates Dance Festival**, Lewiston, ME  
*Dance Education Intern, Youth Arts Program*

Summer 2018

- Served as a teaching assistant for summer arts program in the Lewiston/Auburn community
- Provided support in theatre and arts classes, including one on one student tutorials, vocal warm-ups and feedback sessions
- Planned and executed final performance showcase as part of the Bates Dance Festival finale

**New York Stage & Film**, Poughkeepsie, NY  
*Company Management Intern*

Summer 2017

- Attended to the transportation, lodging, and day-to-day needs of 274 playwrights, performers, directors, and designers
- Planned and organized weekly celebrations for guest artists of six-week Powerhouse Theatre season
- Acted as a liaison between the artists and the administrative staff of New York Stage and Film

**Bates College**, Lewiston, ME  
*Admissions Senior Fellow*

Fall 2018-present

- Conduct interviews with prospective Bates College applicants
- Provide information sessions for prospective students and families

*Bates Fund Student Caller*

Fall 2016-present

- Solicit donations for the Bates Fund by speaking with alumni by telephone
- Develop and communicate compelling reasons to donate to Bates
- Update and organize contact and financial information for alumni as needed

*Admissions Tour Guide*

Fall 2016-Spring 2018

- Provide tours for prospective students and their families
- Communicate a personal perspective on life at Bates College
- Greet and speak to prospective students and families at large admission events

**ACTIVITIES & INTERESTS**

- Performed in five Bates College Department of Theatre productions
- Member of student-run theatre group The Robinson Players and the College Choir
- Participated in 2016 Bates Dance Festival



**JOHN BATES**

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**EDUCATION**

**Bates College**, Lewiston, ME May 2019  
Bachelor of Arts, Economics; Spanish minor, GPA: 3.7  
Dean’s List for Academic Excellence: Fall 2013 – 2015, Spring 2015  
Harvard Center Award for Outstanding Community Volunteerism and Student Leadership May 2017

**University of Valparaiso**, Valparaiso, Chile Spring 2018  
Study Abroad Program

**FINANCE EXPERIENCE**

**Promethean Asset Management**, New York, NY Summer 2018  
*Credit Analyst Intern*

- Performed rigorous fundamental credit analysis and prepared investment proposals for portfolio managers
- Assessed macroeconomic conditions and market trends to contextualize investment recommendations
- Devised hedging strategies to limit downside risk on core positions

**Bates College Investment Club**, Lewiston, ME Fall 2016 – present  
*Member*

- Recommended Anglo American PLC (Nasdaq: AAUK) for investment, yielding better than 30% return for club
- Managed \$100,000 investment pool to generate returns benefiting financial aid at Bates as part of club activity
- Taught other students about basics of financial valuation and investing

**LEADERSHIP EXPERIENCE**

**Bates College**, Lewiston, ME 2018 – Present  
*Residence Coordinator Team Leader*

- Coordinate staff of eight Junior Advisors
- Serve as liaison to the Dean of Students Office
- Organize three to four community events during each academic year
- Promoted events by developing messages and images for social media platforms

*Junior Advisor* 2017 – 2018

- Developed educational and social programs to facilitate integration of first-year students into the Bates Community
- Organized and managed first-year student orientation events
- Facilitated mediation between roommates

**Children for Children**, New York, NY Summers 2015-2017  
*Volunteer*

- Planned and implemented Spring Gala fundraising events by soliciting auction donations, scheduling guest speakers, managing invitation mailings, and overseeing guest registration
- Coordinated volunteers and speakers for Leadership Summit Weekend

**SKILLS AND INTERESTS**

- Conversational Spanish
- Basic Excel modeling; proficient with Stata, Bloomberg, PowerPoint, Word and Photoshop; self taught basic Java
- Extensive travel to Asia, Europe, and South America
- Active in rugby club and host weekly alternative rock radio show

Shawn Bates

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## EDUCATION

Bates College, Lewiston, ME

Graduation: May 2019

**Bachelor of Arts, Neuroscience Major; Chemistry Minor**

**Year-long Neuroscience Thesis:** The effects of the neuropeptide SCP<sub>B</sub> on the feeding circuit of the pond snail, *Helisoma trivolis*

**GPA:** 3.68, Dean's list 3 semesters

**Dana Scholar, 2013:** First Year award presented to the top 10 men and women in first year class

## SELECTED COURSEWORK

**Courses:** Neurobiology, Cognitive Neuroscience, Immunology, Physiology of Psychology, Biochemistry I, Cellular and Molecular Biology, Separation Science, Chemical Reactivity, Affective Neuroscience Seminar, Animal Cognition, Statistics in Psychology

**Lab Skills:** Spectroscopy, pipetting, microscopes, centrifugation, dilutions (serial)

## RESEARCH EXPERIENCE

Bates College Neuroscience Program, Lewiston, ME

2018-2019

**Year-long Senior Thesis** • Advisor Dr. Nancy Kleckner

- Independent project studying the effects of neuropeptides on the feeding motor neurons of the pond snail, *Helisoma trivolis*
- Standard intracellular electrophysiological recording and fluorescent microscopy

**Summer Undergraduate Research Program** • New York University/Center for Neural Sciences, New York

2018

Sponsor: Dr. Joseph LeDoux, Ph. D.

- Designed a new protocol to train rats in Discriminatory Auditory Fear Conditioning
- Perform stereotaxic surgery on rats to bilaterally implant guide cannulae in the lateral nucleus of the amygdala. Then performed microinfusions of isoproterenol (beta-adrenergic agonist)
- FASEB/MARC Scholar, 2011

**Jackson Laboratory Summer Student Program** • Bar Harbor, ME

2017

Sponsor: Dr. David Harrison, Ph.D.

- Studied the differences in susceptibility to DNA damage in hematopoietic stem cells from mice
- Performed fluorescent microscopy, colony-forming unit (CFU) Assays of spleen, micronucleic assays, and flow cytometry
- Funded by: Maine INBRE Fellowship Award, 2013

**Tutor, Bates College, Lewiston, ME**

- Neurobiology, Spring 2017; Introductory Chemistry, Fall 2014 – Spring 2016

## HEALTHCARE/LEADERSHIP EXPERIENCE

Bates Emergency Medical Service, Lewiston, ME

Crew Chief, Supply Officer, Communications Officer

October 2016 – Present

- Manage on-duty crew when on call (approx. 72 hours/week), run calls and make final patient treatment decisions
- Mentored new members of the service and aid them in learning service structure and protocols as well as help them learn to cope with emotionally traumatic situations
- Maintain correct levels of medical supplies on response vehicle, maintain communications equipment

**Bates College Annual Entering Student Orientation Program (AESOP), Lewiston, ME**

Trip Leader

August – September 2016, 2017

- Leader of pre-orientation backcountry backpacking trips for entering students
- Ensured safety and well-being of all students, facilitated bonding and generated plan for efficient, safe, and timely trip

**Larissa Bates**

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**EDUCATION**

**Bates College**, Lewiston, ME May 2019  
Bachelor of Arts, Major: Classical Medieval Studies, Minor: Anthropology  
General Education Concentration: French in Nantes  
Senior Thesis: "Gender, Patriarchy and Cognitive Dissonance in Greek Tragedy"

**US Department of State, The Fulbright Program**

Awarded Fulbright English Teaching Assistantship, Republic of Georgia Expected 2019 - 2020

**FIELD RESEARCH**

May 2018  
Excavated, classified and preserved found objects for the Shetlands Island Climate and Settlement Project; conducted a multidisciplinary analysis of environmental catastrophes on northern coastlines; funded by the National Science Foundation, led by Dr. Gerald Bigelow and Dr. Michaela Jones.

**LEADERSHIP EXPERIENCE**

**Bates College Bonner Leader Program**, Lewiston, ME September 2017 – present  
*Mentor/Tutor*  
Serve as mentor and tutor for variety of community service organizations; promote opportunities for student development, learning, and engagement through community work, orientation and training; planned community service days at Bates College and facilitated cultural awareness training sessions; over 500 hours of service and field experience.

**INTERNSHIPS / VOLUNTEER EXPERIENCE**

**Tree Street Youth**, Lewiston, ME September 2016– present  
*Tutor*  
Tutor Somali youth in English and math; facilitated mediation between Tree Street youth leaders and Bates students.

**Mainers United for Marriage Equality**, Lewiston, ME September 2017 – November 2017  
*Volunteer*  
Engage in campus organizing, canvassing, and phone conversations about the importance of marriage for all families.

**Maine People’s Alliance**, Lewiston, ME September 2017 – January 2018  
*Community Organizer*  
Supported Democratic State Senator Libby Mitchell’s campaign for governor, nonpartisan door-to-door canvassing, voter registration, educating constituents on issues of advocacy and candidates’ platforms.

**SKILLS AND INTERESTS**

**Computer:** Microsoft Word, Excel and PowerPoint  
**Writing:** Extensive writing experience including some grant writing  
**Certifications:** CPR and Emergency Oxygen  
**Cultural Awareness/Sensitivity:** Comfortable with diverse populations

**Kara Bates**

Lewiston, Maine • KBates@bates.edu • (207) 555-5555 • @TwitterHandle

## EDUCATION

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**Bates College**, Lewiston, ME

**Bachelor of Science**

**May 2020**

Major: Economics, Minor: Spanish. Concentration: Mathematics

GPA: 3.75/4.0

## TECHNICAL COURSEWORK & ACTIVITIES

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### DC/EC 368 Big Data & Economics

- Introduced to statistical and machine learning methods
- Analyzed large dataset using Stata

### Lynda.com Coursework

- Learning Python (Spring 2018)
- Programming Foundations: Object-Oriented Design (Spring 2018)
- Programming Foundations: Code Efficiency (Summer 2018)

## TECHNICAL SKILLS

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- Microsoft Office Suite (proficient)
- Adobe Photoshop (advanced)
- MATLAB (proficient)
- Python (proficient)
- Stata (beginner)

## WORK EXPERIENCE

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**Bates College**, Lewiston, ME

**Sept 2018 - Present**

### Senior Team Leader, Bates College IT Service Desk

- Work closely with students, faculty and staff to resolve issues related to computer software and hardware, printers, mobile devices and any other equipment supported by the IT Service Desk.
- Act as the on-call contact for student workers during times when professional staff members are not present.
- Plan, create, maintain and continually renew schedules for all 20 Student Technology Assistants working the front desk.
- Monitor the Student Technology Assistant team to ensure work shifts are being fulfilled and shift-trades are completed smoothly.

## ADDITIONAL SKILLS

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**Languages:** Spanish (Proficient)

**Campus Activities:** President of Bates Active Minds student group

**Awards:** Bates College Dana Scholar, Fall 2016

- Highest academic honor bestowed upon the top twenty first-year students. The award is given for a student's academic excellence and promise, leadership potential, and service to the College and the Community

## When and how to write a Creative Resume

A creative resume is only appropriate for creative positions that allows you to showcase your personality and aesthetic flare while highlighting your creative skills.

Meaningful Creative Tips:

- There are several excellent software programs you can use to create your resume template (e.g., Adobe InDesign, or you can use existing creative templates from Canva.com, Microsoft Office, and GoogleDoc)
- Creative resumes must be clean, easy to read and well designed
- Include your digital presence on your creative resume (e.g., online portfolio, Instagram feed, LinkedIn, Tumblr blog, etc.,)

# JULIARD CREATIVE

jcreative@bates.edu • jcreative.myportfolio.com • 207-555-5555

## Education

Bates College, May 2019  
Lewiston, Maine

BA in Art and Visual Culture  
GPA 3.7/4.00, *Cum Laude*

West Hollywood High School,  
West Hollywood, CA  
Class of 2015

## Coursework

Graphics Media: Visual Communications

Painting: Color and Design

Drawing: The Figure

Photography

Experimental Animation

Etching

Surreal Fictions

Social Psychology

Psychology of the Self

Organizational Psychology

Community-Based Research Methods

Developmental Psychology

Abnormal Psychology

Empirical Thesis: Reminiscence and Helping

The Shetland Islands: Environment, History,  
and Archeology

## Skills and Software

Adobe Illustrator

Adobe Photoshop

Adobe Lightroom

Adobe InDesign

Adobe After Effects

Adobe Bridge Adobe

Premiere Pro Wacom

Tablet Dragonframe 4

Microsoft Suite SPSS

## Experience

### Graphic Design and Marketing Intern, Harpo Productions

June 2018–August 2018

- Promote Harpo Productions events and community initiatives for Harpo Films, Harpo Print and Harpo Radio.
- Coordinate all marketing for print, TV, radio and social media advisements.
- Ensure adherence to brand guidelines while creating original material that authentically represents Harpo Productions and all of its subsidiaries.

### Graphic Designer, Bates College Department of Theater and Dance

October 2017–May 2018

- Work collaboratively with the Managing Director of Theater and Dance, show director, actors, and dancers to create compelling performance posters

### Student Calling Supervisor and Caller, Bates College Office of Advancement

October 2015–May 2019

- Trained, oversaw, and supported student callers and ensure performance goals are met
- Made compelling outreach and fundraising calls to targeted groups of alumni, parents, and other potential donors using SmartCall phone system and database

### Multimedia Reporter Intern, New York Times

July 2016–August 2016

- Shot, produced, and edited video for breaking news, features, and energy beats; wrote for the website and newspaper
- Assisted the social media editor with maintaining and updating the newspapers' digital landscape

## Leadership

### President, Bates College Arts Society

September 2016–May 2017

### Leader, AESOP (Annual Entering Student Outdoor Program)

August 2015

- Collaborated with co-leader to lead a welcoming and inclusive four-day yoga and hiking orientation trip for ten first-year students in Evan's Notch, NH
- Recognized for excellence in poster design for production of Diary of a Madman Grant Winner

## Certifications and Awards

### Artist in Residency, Bates College

January 2018

- Awarded funds, materials, and studio space to complete independent projects
- Taught an accessible and interactive hour-long Beginner's Workshop to Adobe Illustrator

### Phi Beta Kappa, Bates College

May 2018

- Elected by professors to prestigious academic honor society



## When and how to write a Curriculum Vitae (CV)

A CV (Curriculum Vitae) is a detailed overview of your accomplishments, especially those most relevant to academia. It is typically used when pursuing a job in academia or research and is usually 2 or 3 pages in length for someone in the beginning stages of a graduate school career. Like resumes, information within sections of a CV is usually organized in reverse chronological order.

A typical CV will include the following information:

- **Name and Contact Information**
- **Education:** a list of degrees earned or in progress, institutions, and years of graduation. You should also include the title of your thesis or capstone project.
- **Grants, Honors and Awards:** a list of grants received, honors you have earned, and awards you have received for teaching or service.
- **Publications and Presentations:** published articles, as well as presentations given at conferences or the Mt. David Summit.
- **Employment and Experience:** teaching experience, laboratory experience, field experience, volunteer work, leadership, or other relevant experiences.
- **Scholarly or Professional Memberships:** a listing of the professional organizations of which you are a member. If you have held an office or position, indicate here or leave for the experience section.
- **References:** a list of persons who have agreed to write letters of recommendations for you including their contact information. Listing references is optional. Another option is to include an additional document listing your references.

**Elizabeth Bates**  
[ebates@gmail.com](mailto:ebates@gmail.com) | 781 666-0123

## EDUCATION

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2018 **Bachelor of Arts, *Cum Laude*, Psychology**  
Bates College, Lewiston, Maine  
Concentrations: Public Health, Culture and Meaning

**Honors Thesis:** “Social Anxiety and Memory Conformity in Eyewitnesses”  
Thesis Advisor: Professor Amy Bradfield Douglass, PhD

GPA: 3.84; Major GPA: 3.92

## HONORS AND AWARDS

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2017 **Phi Beta Kappa**

2018 **Robert S. Moyer Prize in Experimental Psychology**, for “the most outstanding experimental psychology project for a senior thesis”

2014-2018 **Deans List for Academic Excellence:** 6 semesters

## RESEARCH EXPERIENCE

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2017-18 **Honors Thesis**  
*Bates College, Psychology Department*

- Designed and conducted a study to manipulate the social context and evaluate the differential effects of social avoidance on memory conformity
- Analyzed the pattern of conformity to previously seen and unseen stimuli

Winter 2017 **Research Assistant**  
*Bates College, Psychology Department*

- Scheduled and managed participants, organized study materials, and entered data

Fall 2016 **Independent Researcher**  
*Bates College, Psychology Department*

- Designed and piloted a study to assess the relationship between obsessive-compulsive tendencies and superstitious behaviors and beliefs

Fall 2015 **Student Volunteer**  
*Bates College, Psychology Department*

- Assisted with a community-based behavioral intervention program to help children with behavior difficulties develop their interpersonal skills

Summer 2013 **Independent Researcher**  
*Ugyen Wangchuck Institution for Conservation, School for Field Studies (Bumthang, Bhutan)*

- Collaborated with interpreters and an American student to design a social survey to assess water scarcity and the impacts of water quality on sanitation practices and community health

- Interviewed Basic Health Unit workers about government efforts to improve community sanitation practices and health services in rural villages
- Evaluated the relationship between Buddhism, villagers' interpersonal relationships, and water source usage

## PRESENTATION

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Bates, E., & Douglass, A. (March 2018). *Social Anxiety and Memory Conformity in Eyewitnesses*. Poster presented at Mount David Summit at Bates College, Lewiston, ME.

## TEACHING/TUTORING EXPERIENCE

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- Winter 2018      **Teaching Assistant for Psychology Research Methods**  
*Bates College, Psychology Department*
- Edited and Provided feedback on students' writing assignments; data entry
- Winter 2016      **Day Treatment Program Volunteer**  
*Lewiston Elementary School*
- Assisted with behavioral management in the classroom
  - Worked with students to encourage completion of class projects and assignments
- Fall 2015        **Psychology Research Methods Tutor**  
*Bates College, Dean of Students office*
- Designed and led SPSS practice exercises; Developed course study guides
  - Provided feedback on APA style research reports
- Winter 2015     **Volunteer Tutor**  
*Lewiston Public Library, Afterschool Program*
- Assisted elementary, middle, and high school immigrant and refugee students with assignments

## REFERENCES

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## Transferable Skill Sets and Action Verbs

### Communication Skills

Arranged  
 Authored  
 Collaborated  
 Communicated  
 Composed  
 Consulted  
 Contacted  
 Conveyed  
 Convinced  
 Corresponded  
 Debated  
 Defined  
 Described  
 Developed  
 Discussed  
 Drafted  
 Edited  
 Explained  
 Interviewed  
 Marketed  
 Mediated  
 Moderated  
 Participated  
 Presented  
 Promoted  
 Publicized  
 Resolved  
 Responded  
 Summarized

### Creative Skills

Acted  
 Created  
 Customized  
 Designed  
 Developed  
 Directed  
 Displayed  
 Fashioned  
 Illustrated  
 Initiated  
 Integrated  
 Invented  
 Modeled

Performed  
 Photographed  
 Revitalized

### Financial / Data Skills

Adjusted  
 Analyzed  
 Appraised  
 Balanced  
 Calculated  
 Estimated  
 Forecasted  
 Measured  
 Reconciled

### Helping Skills

Advocated  
 Assisted  
 Coached  
 Cooperated  
 Counseled  
 Demonstrated  
 Educated  
 Encouraged  
 Facilitated  
 Familiarized  
 Guided  
 Motivated  
 Referred  
 Presented  
 Resolved  
 Supported  
 Volunteered

### Leadership Skills

Analyzed  
 Considered  
 Consolidated  
 Coordinated  
 Decided  
 Developed  
 Directed  
 Emphasized  
 Enhanced  
 Established

Generated  
 Improved  
 Incorporated  
 Increased  
 Initiated  
 Inspected  
 Managed  
 Motivated  
 Organized  
 Planned  
 Prioritized  
 Produced  
 Reorganized  
 Reviewed  
 Streamlined

### Organization Skills

Arranged  
 Cataloged  
 Categorized  
 Charted  
 Classified  
 Compiled  
 Corresponded  
 Implemented  
 Incorporated  
 Inspected  
 Maintained  
 Monitored  
 Obtained  
 Organized  
 Prepared  
 Processed  
 Provided  
 Responded  
 Reviewed  
 Scheduled  
 Systematized  
 Updated  
 Verified

### Recognition

Achieved  
 Pioneered  
 Succeeded

Surpassed  
 Transformed  
 Won  
**Research Skills**  
 Analyzed  
 Conducted  
 Determined  
 Evaluated  
 Examined  
 Explored  
 Identified  
 Interpreted  
 Investigated  
 Measured  
 Organized  
 Researched  
 Summarized

### Teaching Skills

Advised  
 Coached  
 Communicated  
 Coordinated  
 Developed  
 Enabled  
 Encouraged  
 Evaluated  
 Instructed  
 Motivated  
 Persuaded  
 Taught  
 Tested  
 Trained  
 Tutored

### Technical Skills

Adapted  
 Calculated  
 Computed  
 Constructed  
 Developed  
 Programmed  
 Remodeled  
 Solved  
 Standardized  
 Utilized

*Adapted from Wake Forest University's List of Action Verbs for Resumes & Professional Profiles*