CURRICULUM VITAE (CV) TIP SHEET

A CV, short for Curriculum Vitae, is a document that summarizes a person's educational background, work experience, skills, and achievements. It is commonly used when applying for jobs or academic positions to showcase one's qualifications and suitability for the role. A CV emphasizes a person's overall professional journey, including academic pursuits, research, and teaching experience.

Set Your Margins to 1"
If needed, you can expand your content and create a smaller margin. However, don't go any smaller than a .5 margin. Remember, white space, i.e., space without text, aids in readability.

Include All the Details
CVs are typically longer documents and include additional sections such as publications, presentations, and professional organizations.

Use a Black, Easy-To-Scan Font
Fonts we recommend include Arial, Arial Narrow, Calibri, Gill Sans MT, Georgia, Times New Roman, and Veranda.

10-12 Point Font is Key!
Use a 10-12 point-sized font for the body of your resume and CV and a 14–18-point font for your name.

Use Bolding Consistently
Bolding can be used for section headers, degrees, and job titles.

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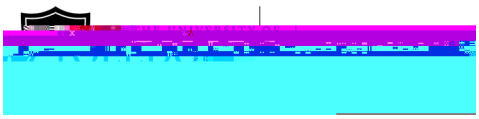


RESUME vs. CURRICULUM VITAE

RESUME

Standard resume sections include:

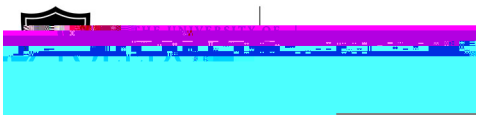
- Education
- Relevant Work Experience, Internships, Clinical Rotations, Etc.
- Campus Involvement, Leadership, Community Involvement, and/or Professional Organizations
- Honors & Key Skills
- References

CURRICULUM VITAE

Standard CV sections include:

- Education
- Certifications And Licensures
- Postgraduate Education (Residencies, Fellowships)
- Honors, Awards, And Scholarships
- Employment/Professional Experience
- Teaching Experience
- University/Institutional Committees
- Major Research Interests
- Current Research Support/Training Grants
- Publications
- Professional Presentations
- Exhibitions, Readings, And Performances (For Artists)
- Professional Organizations
- Community Involvement

CV OUTLINE



All sections do not need to be included.

CONTACT INFORMATION

First and Last Name, email, contact number, and LinkedIn profile link (if applicable)

EDUCATION

List all your college/university degrees starting with your latest degree and in reverse chronological order using the following format:

Degree Title, Field of Study

Institution, City, State (and Country if not U.S.), Date your degree was awarded

CERTIFICATIONS AND LICENSURES

Provide the following information for each certification and/or license:

Area of Specialty

Name of the board/entity issuing certification, Date of issue

Name of License

State and/or Foreign Country, Date of issue and period covered by the document, if there is a time limit

POSTGRADUATE EDUCATION (RESIDENCIES, FELLOWSHIPS)

Start with your most recent position first. Provide the following information for each postgraduate education experience:

Area of Training

Institution, City, State (Country, if not U.S.), Dates (From-To)

HONORS, AWARDS, AND SCHOLARSHIPS

List your honors, awards, and scholarships in reverse chronological order:

Name of the award, Individual/institution/company issuing the award, Date award was received

Tip: Separate multiple awards with a semi-colon

EMPLOYMENT/PROFESSIONAL EXPERIENCE

List all relevant employment in reverse chronological order:

Title/Faculty rank and track (e.g., clinical, research, etc., if applicable), Nature of employment (full or part-time, salaried, or volunteer)

Name of the organization, business, or educational institution

Department or unit within the organization, Dates (From-To)

Bulleted, action-oriented statements of your work, results, and accomplishments

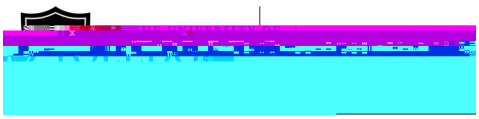
TEACHING EXPERIENCE

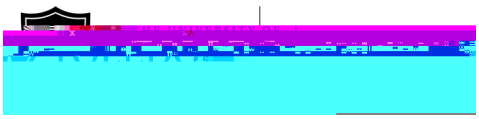
List any higher education teaching experience in this format:

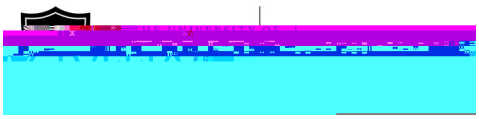
Title

Name of institution, Department, Dates (From-To)

Describe your work results and accomplishments including







Evanston Northwestern Healthcare, Surrey Lab, Evanston, Illinois
September 2008 – October 2009
Research Assistant

- Implemented experiments under the supervision of postdoctoral fellows and principal investigators in support of hypotheses being tested by the lab both the hAda3 project and Notch projects (Project information described below).
- Presented research updates in laboratory meetings, contributed to experimental planning and provided feedback and questions for colleagues.
- Oversaw organization for the *C. elegans* subgroup within the lab.
- Managed the maintenance and replication of the *C. elegans* siRNA library for use in future experiments.

AREAS OF RESEARCH EXPERIENCE

Isolation and quantification of nucleic acids

- Isolate and purify RNA and miRNA using TRI- and kit-based protocols without degradation of the RNA sample.
- Quantify RNA through real-time qPCR via Taqman-based systems.
- Perform southern blots to screen ES cells for homologous recombination.
- Standardize purification and amplification conditions for genotyping single cells.

Isolation and quantification of proteins

- Assess protein levels by Western blotting samples isolated from transgenic mice and in vitro experiments.
- Perform co-immunoprecipitation experiments to determine the complex composition of PBX-containing complexes.

Cloning

- Perform all steps required to design and build constructs from scratch, including restriction digests, PCR amplification, ligation, reverse transcription, and single/multi-site-directed mutagenesis.
- Design and generate plasmid constructs including luciferase reporter constructs, and *C. elegans* expression constructs.
- Contribute to the cloning and design of constructs required for generations of conditional knockout mice (Ada2b and GCN5).
- Proficient in transformation and screening of colonies via colony PCR, restriction mapping, and sequencing.

Basic microbiology techniques

- Prepare reagents and growth of bacteria as required for cloning experiments.
- Perform transformation via electroporation, and heat shock protocols.
- Prepare chemical competent cells via MnCl2 protocol (Scott lab protocol).
- Isolate and purify DNA plasmid from bacterial cultures via alkaline lysis protocols and kit-based mini-, midi- and maxi-prep protocols.

Cell culture

- Culture cells in both adhesion and suspension cultures (including human leukemia cell lines, mammary epithelial cell lines, and MEFs).
- Isolate murine bone marrow and purified for CD117+ stem/progenitor cells for use in leukemic transformation experiments.
- Generate MEF cell lines from mouse embryos using 3T3 protocol for Ada3 (wt), Ada3(+/-), Ada3(-/-).
- Proficiently utilize CaPO4 transfection, Lipofectamine® treatment, retroviral infections, and other in vitro genetic manipulation methods.
- Standardize experimental culture conditions for human methylcellulose colony assays.

Murine experiments

- Manage the breeding and maintenance of several mouse colonies across multiple conditional knockout projects to efficiently generate desired genotypes and screen for phenotypes relevant to study.
- Perform genotyping, tail-clipping, dissection to isolate specific organs and tissue for examination, embryo isolation/dissection.