

If you have a LinkedIn profile, be sure to include a link to it on your CV. LinkedIn is a great way to connect with employers and to search for jobs.

Begin with your most recent experience and work your way back (reverse chronological order).

Curriculum Vitae (CV)

Keep in mind that a CV can be multiple pages in length (even though this example is only two pages long). Before beginning your CV, take inventory!

Questions for Consideration:

Applying to Graduate School

- What skills and experiences are the admissions committee looking for?
- What major assignments and/or projects have been completed in the subject area?
- Do you have involvement in associations/students clubs that are relevant and showcase your leadership and/or community involvement?
- Why are you passionate about the subject area?

All other Applications

- How can you effectively showcase your knowledge, skills and abilities (competencies) to be selected for an interview?
- What are the specific industry keywords that employers are looking for?
- What skill sets did you develop in your previous research, teaching, work experience, artistic endeavours, volunteer and extracurricular experiences, that are needed for all the positions that you are applying to?
- What are your major accomplishments?
- Did you supervise, train or teach others?
- What particular value would you bring to an organization?

ANITA CAREER

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ACADEMIC CREDENTIALS

Ph.D. in Women's Health, College of Kinesiology September 2016 – present
University of Calgary, Calgary, AB
Thesis: "Effects of sedentary lifestyle on women's perception of body image"
• Expected date of completion: December 2020

Master of Science – Kinesiology 2014
University of Saskatchewan, Saskatoon, SK
Thesis: "Aboriginal women's traditional lifestyle and effects on body image perception amongst youth"

Bachelor of Science – Kinesiology 2012
University of Toronto, Toronto, ON
• Exercise and Sport Studies – Fitness and Lifestyle Professional Stream

RESEARCH INTERESTS

- Correlation between regular exercise and perception of body image amongst women
- Women's health in traditional Aboriginal communities
- Fitness trends amongst youth aged 11-17

TEACHING EXPERIENCE

Associate Instructor, Introduction to Exercise and Sport Studies September 2014 – April 2015
Faculty of Kinesiology, University of Calgary, Calgary, AB
• Facilitated a bi-weekly lecture series including a one-week volunteer experience requirement for 75 students
• Designed and marked assignments and created final exam content

Teaching Assistant, Foundations in Exercise January – April 2014
College of Kinesiology, University of Saskatchewan, Saskatoon, SK
• Assisted head professor in designing group project content
• Liaised with exercise professionals in the community to organize volunteer opportunities for students

PROFESSIONAL EXPERIENCE

Athletic Development Director June – August 2012
Camp Tanaka, Oshawa, ON
• Created athletic program activities for ten day camps for children aged 5-12
• Provided one-on-one support to campers with disabilities and provided modified activities to meet campers' needs

Coordinator – Healthy Girls Program January – June 2012
YWCA, Toronto, ON
• Developed and managed the Healthy Girls Program targeting girls aged 9-11 in three inner-city schools
• Managed a group of ten university volunteers who facilitated six hour-long sessions with groups of 20 girls; sessions focused on developing positive body image, exercise and healthy eating habits
• Created a final report and recommendations presented to both the YWCA Board of Directors and the Public School Division Board of Directors

Potential Sections to include in your CV:

- Education/Academic Credentials/Academic History** (includes thesis/dissertation/project title)
- Certifications/Designations** (non-academic credentials)
- Honours/Awards/Distinctions/Recognitions** (academic awards, medals, fellowships, scholarships, prizes)
- Research Interests/Teaching Interests** (reflective of your current competencies and future interests)
- Research/Research Experience** (current funded research projects, research assistantships, thesis, dissertation, postdoctoral fellowships)
- Research Funding History/Project Grant Information/Research Grants** (Categories: Senior Responsible Author, Principal Author, Co-Principal Author, Co-Investigator, Collaborator)
- Teaching Experience/Academic Work History/Academic Achievements/Teaching Dossier** (examples of scholarly work: teaching experience, instructorships, teaching assistantships, marker)
- Related/Supplementary Work Experience/Consulting Experience** (list all relevant work experience)
- Theses Supervised/Students Supervised** (ex. PhD, MSc, MA)
- Professional Practice/Professional Experience/Internships** (program evaluation, editorship, tenure/promotion review, development of curricula, manuscript review, grant review)
- Administrative Service/Faculty Appointments/Departmental and College Committees/University Committees and Boards/Academic Associations/Affiliations/Memberships/Associate Memberships**

CONTINUED

Potential Sections to include in your CV:

- **Graduate Student Committee/ Conference Organizer**
- **Intellectual Property** (Categories: Patents Granted/Pending, Copyright, Licenses, Disclosures, and Trademarks)
- **Artistic Exhibitions/ Performances/Works/ Compositions**
- **Languages** (level of reading, writing and oral fluency or competency)
- **Professional Organizations/ Memberships/ Advisory Committees/Research Groups**
- **Publications** (Sub-categories: Peer-reviewed, Non-peer reviewed, Works Submitted, Works in Progress, Reports, Technical Articles, Print, Social Media, Books, Chapters; use the editorial style that is associated with your discipline)
- **Conferences** (Sub-categories: Papers—both contributed and refereed, Posters, Presentations, Proceedings, Attended, Invited Lectures/Seminars)
- **Community Contributions/ Involvement** (both academic and non-academic)

Should I include my extracurricular activities?

This is entirely up to you. For some people, it allows them to show a potential employer a more holistic view of themselves apart from their education and work experience.

This section can be subdivided into areas such as: interests (spare time or healthy lifestyle activities), commitments, community involvement (locally, provincially, regionally, nationally, internationally), athletic involvement, memberships (in student clubs/groups, professional associations, gyms or training centres).

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PROFESSIONAL INTERNSHIP EXPERIENCE

Student Intern

February – April 2012

Health4You Training and Performance Centre, Toronto, ON

- Completed a three month internship with a personal trainer whose work focused on working with seniors with diabetes
- Completed intake and follow-up forms to track client progress over a six week period and prepared sample meal plans to assist clients in reducing sugar intake
- The internship concluded with a 20 minute presentation to Centre staff on key learnings throughout the internship and suggestions for future programming

LANGUAGES

- Fully fluent in French
- Intermediate knowledge of Spanish
- Beginner knowledge of spoken Cree

HONOURS AND GRANTS

André Hamer Postgraduate Prize, NSERC (\$10,000) University of Calgary, Calgary, AB	2016
Dean's Scholarship, University of Saskatchewan, Saskatoon, SK	2013
Simons Graduate Scholarship, University of Saskatchewan, Saskatoon, SK	2013

ACADEMIC COMMITTEES/BOARDS

Advisor, Women Advancement in Sport, University of Calgary, AB	2015 – 2016
General Member, Academic Programs Committee, University of Calgary, AB	2015 – 2016

CONFERENCE PRESENTATIONS

<i>"Aboriginal Women's Engagement in Registered Health Programs"</i> Perspectives in Exercise, Health and Fitness Conference, Edmonton, AB	November 2015
<i>"Embracing Cultural Perspectives in Health and Wellness"</i> Canadian Society for Exercise and Sport, Toronto, ON	October 2015

PEER REVIEWED PUBLICATIONS

- Career, A., J. Find, & A. Job. (2013). Seeking acceptance: young women's perceptions of body image. *Journal of Sport and Exercise Psychology*, 36, 208-221.
- Career, A. & A. Job. (2013). Effects of multi-generational obesity on body image. *Journal of Applied Psychology*, 40, 338-352.

REFERENCES

- Available upon request

The examples utilized within this guide are fictitious. No association with any real person, company, organization, product, e-mail address, place, or event is intended or should be inferred.

References:

References are people who can attest to your work style, academic profile, competencies (knowledge, skills and abilities) and/or personal attitudes/attributes.

Reference Tips:

You will want to include three references who have agreed to be a reference

- If your references never change, include them in your CV in the final *References* heading
- If your references change depending on the job you are applying for OR you feel strongly about not including them, have a final *References* category in your CV and have a bulleted statement that says something like *"References provided upon request"*
- Be sure to bring a list of references to the interview on a single piece of paper written in the same font style and size as your CV, if they haven't already been provided
- Ensure each reference has your most recent job search applications so they will be prepared to speak about you and what you can offer to a potential employer

Potential References:

- **Academic:** Faculty supervisors, professors, university staff, teachers, principals, directors of education
- **Work Experience** (All types): Current and/or former employers, managers, supervisors, directors, human resources personnel, co-workers
- **Religious/Faith:** Clergy, faith community members
- **Athletic:** Coaches, sport coordinators, athletic association personnel
- **Character:** Neighbours, home stay families, personal acquaintances