

Curriculum Vitae (C.V.)

Keep in mind that a C.V. can be multiple pages in length (even though this example is only two pages long) and should include sections that best demonstrate the skills, knowledge and abilities that you are marketing to potential employers.

Before beginning your C.V., take inventory! Reflect on your skills and experience and how you want to showcase them in your document.

Questions to consider:

- Your educational experiences
- What skills did you develop in previous work, volunteer and extracurricular experiences?
- What were your major accomplishments?
- Did you supervise, train or teach others?

Make your headings stand out by using **bold**, underline or *italics*. Try to avoid coloured font and shading as they can be distracting.

ANITA CAREER
201 – 110 Prospect Drive
Hope, SK S7N 2C4
(306) 876-8879
anita.career@usask.ca
ca.linkedin.com/in/anitacareer

ACADEMIC CREDENTIALS

- Ph.D. in Women's Health, College of Kinesiology** September 2014 - present
University of Calgary, Calgary, AB
Thesis: "Effects of sedentary lifestyle on women's perception of body image"
• Expected date of completion: December 2018
- Master of Science – Kinesiology** 2012
University of Saskatchewan, Saskatoon, SK
Thesis: "Aboriginal women's traditional lifestyle and effects on body image perception amongst youth"
- Bachelor of Science – Kinesiology** 2010
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 2012-April 2013
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 2012
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 2010
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 2010
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

Be sure to use a professional email address on your resume and ensure that you are checking your email regularly when applying for jobs.

If you have a LinkedIn profile, be sure to include a link to it on your resume. 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).

Should I include a section on volunteering?

Volunteering is a great way to show commitment to your community and is viewed very favourably by employers. Including details about your volunteer experiences is a great way to build your C.V.

Are references required?

Not necessarily, unless the employer has specifically asked for you to include references as part of your application.

If you choose not to include your references (as in this sample), be sure to bring a list of references and their contact information to the interview.

References are people who can attest to your work style, academic profile and/or personal qualifications.

Potential References

- Former employers
- Supervisors
- Professors
- Clergy
- Teachers
- Neighbours
- Academic supervisors
- Coaches
- Home stay families
- University staff members

PROFESSIONAL INTERNSHIP EXPERIENCE

Student Intern

February-April 2010

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 2014

Dean's Scholarship, University of Saskatchewan, Saskatoon, SK 2011

Simons Graduate Scholarship, University of Saskatchewan, Saskatoon, SK 2011

ACADEMIC COMMITTEES/BOARDS

Advisor, Women Advancement in Sport, University of Calgary, AB 2013-2014

General Member, Academic Programs Committee, University of Calgary, AB 2013-2014

CONFERENCE PRESENTATIONS

"Aboriginal Women's Engagement in Registered Health Programs" November 2013
Perspectives in Exercise, Health and Fitness Conference, Edmonton, AB

"Embracing Cultural Perspectives in Health and Wellness" October 2013
Canadian Society for Exercise and Sport, Toronto, ON

PUBLICATIONS

Career, A., J. Find, & A. Job. (2011). Seeking acceptance: young women's perceptions of body image. *Journal of Sport and Exercise Psychology*, 36, 208-221.

Career, A. & A. Job. (2011). Effects of multi-generational obesity on body image. *Journal of Applied Psychology*, 40, 338-352.

REFERENCES

Available on 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.