

# Curriculum Vitae



Curriculum vitae (CV) and resumes serve similar purposes. They are marketing documents that provide key information about your skills, experiences, education, and personal qualities that portray you as an ideal candidate.

The differences between a resume and CV are primarily in the focus, format, and length of the document. A CV is usually used for positions in:

- Higher education
- Health or medicine
- Research
- Other educational fields

As a result, CVs provide great detail about academic and research experiences. Where resumes tend toward brevity, CVs lean toward completeness.

## Formatting Tips:

There is no required format for a CV. There might be industry standards for your particular field of study; therefore, it is best to discuss with a mentor or trusted member of your professional network any special formatting your field requires.

Recent trends in CVs are having dates on the far right, very similar to a resume format. Another trend is to explain the transferable skills and responsibilities in bullet points directly under a research, teaching, or work experience, similar to how a resume details out transferable skills.

### Voice:

- 3rd person
- No personal pronouns (I, me, my, our)
- Don't include age, marital status, race, religion, or pictures

### Fonts:

- Common choices are Arial or Calibri
- Don't use Serif fonts like Times New Roman

### Font Size:

- Between 10-12 point font
- You should use bigger font for your Name in your header section

### Margins:

- Dates are on the far RIGHT side of the page
- Document is both right and left justified
- To create more space - change your margins to narrow margins (.5" all the way around your document)

### Page Numbers:

- If your document has more than one page, include page numbers starting on your 2nd page
- Include your name with your page number in the Footer Section

## Typical Sections to Include:

- ✓ Header Section
- ✓ Education
- ✓ Academic/Research Interests
- ✓ Professional Licensure/Certifications
- ✓ Teaching Experience
- ✓ Research Experience
- ✓ Related Experience/Other Experience
- ✓ Technical Skills/Other Skills
- ✓ Professional/Academic Honors and Awards
- ✓ Professional Development
- ✓ Research and Scholarly Activities/Publications
- ✓ External Funding/Grants
- ✓ Service
- ✓ Affiliations and Memberships
- ✓ Foreign Language Abilities and Skills
- ✓ Consulting Experience

## Header Section:

- Make something that is unique and stands out
- This is where you can get creative, think about different font size and shape, different colors, etc.

Always include:

- Name – this should be the biggest thing on your page - your name should be larger than the rest of your contact information and your CV content
- Contact Info – has to include phone number and email address

Additional items you can include:

- Physical address
- LinkedIn customized URL

## Example Headers:

**PISTOL PETE**

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1234 Main St. Stillwater, OK 74078	(405) 555-5555 pistol.pete@okstate.edu
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**PISTOL PETE**  
1234 Main St. • Stillwater, OK 74078 • (405) 555-5555 • pistol.pete@okstate.edu

 **ISTOL**  **ETE** pistol.pete@okstate.edu  
(405) 555-5555

**PISTOL PETE** pistol.pete@okstate.edu  
(405) 555-5555  
linkedin.com/pistolpete

**PISTOL PETE**

(405) 555-5555 pistol.pete@okstate.edu	1234 Main St. Stillwater, OK 74078
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linkedin.com/pistolpete

1234 Main St.  
Stillwater, OK 74078

# PISTOL PETE

(405) 555-5555  
pistol.pete@okstate.edu

## Profile of Qualifications

- 12 years of background in professional teaching
- 15 years of experience working in the hospitality industry
- Certified Hospitality Educator (CHE)

## Education

<b>PhD in Hotel &amp; Restaurant Administration: Hospitality Education and Training</b> Oklahoma State University Dissertation: "Title"	Anticipated June 2024 Stillwater, OK GPA: 3.82
<b>Master of Business Administration (MBA)</b> Nova Southeastern University	May 2020 Ft. Lauderdale, FL
<b>Bachelor of Science (BSc): Hospitality Management</b> Florida International University	May 2018 Miami, FL
<b>Associate of Arts (AA): Culinary Arts Technology</b> Hocking Technical College	May 2016 Nelsonville, OH

## Certifications & Training

<b>Professional Certificate: Events Planning &amp; Management</b> The George Washington University	May 2019 Washington, D.C.
<b>Certified Hospitality Educator (CHE) Certification</b> Educational Institute of America (EI)	May 2019 Miami, FL
<b>Diploma in Food &amp; Beverage Management</b> Western Hospitality Institute	May 2018 Johnson's Bay, KY

## Teaching Experience

<b>Graduate Teaching Assistant</b> Oklahoma State University School of Hotel & Restaurant Administration	August 2019 – Present Stillwater, OK
<ul style="list-style-type: none"><li>• Serve as primary instructor for four (4) laboratory sections</li><li>• Facilitated hands-on learning at individual level and in group settings</li><li>• Assisted with theory instruction</li><li>• Planned and developed course materials and exams</li><li>• Scheduled and purchased lab supplies instrumental in equipment and utensils selection for lab classes</li></ul>	

### Courses Taught:

- Basic Food Preparation and Sanitation (practical)
- Food Production Management

# Curriculum Vitae Example:



## Teaching Experience (cont.)

### Assistant Lecturer and Academic Advisor

September 2018 – August 2019

The George Washington University

Washington, D.C.

- Instructed classes ranging from 25 - 30 students in undergraduate-level courses
- Planned and developed assignments and exams
- Evaluated and developed course curriculum utilizing Canvas
- Co-taught practical related courses
- Advised students on course selection, focus area, college and student life, academic and financial affairs
- Assisted with events planning at department and college level

#### Courses Taught:

- Professionalism & Ethics in Hospitality Management
- Meat & Seafood Management in the Hospitality Industry
- Special Events Management
- Food Service Systems Management
- A-La-Carte & Dining Room Service
- Introduction to Management
- Events Management
- Tourism Planning & Policy
- Food Preparation 1, 2, 3: Theory and Practical
- Bake Theory and Practical
- Menu Planning
- Bar & Beverage Operations
- Customer Service
- Food Purchasing
- Banquet & Buffet Management
- Mixology Management
- Food & Beverage Service

### Vice President and Lecturer

August 2017 – August 2018

Western Hospitality Institute (WHI)

Johnson's Bay, KY

- Supervised and managed the institutions operational functions
- Implemented and maintained standard operating procedures
- Instructed classes ranging from 10 – 50 students in undergraduate programs at the Montego Bay, Negril and Ocho Rios campuses
- Modified instructional design to match students need
- Performed academic advising to students' at different levels
- Planned and executed new students' orientations, sales blitz and other promotional events
- Conducted monthly staff meetings with X amount of faculty/staff members

#### Courses Taught:

- Food & Beverage Service Management
- Safety & Sanitation
- Food & Beverage Cost Control
- Catering & Convention Management
- Front Office Procedures/Management
- Housekeeping Management
- Managing for Quality
- Security Management
- Dining Room Set-Up and Service
- Human Resources Management
- Food Purchasing
- Customer Service
- Professionalism & Ethics in Hospitality Management
- Train the Trainer
- Introduction to Management
- Small Business Management
- Events Management

## Research Experience

### Research Assistant

August 2018 – September 2019

Oklahoma State University

Stillwater, OK

- Transcribed and documented raw data collected from previous survey
- Researched and documented information on the history of OSU Interior Design Program
- Researched information on land grant universities outreach programs
- Collaborated with research coordinator and provided weekly feedback on research progress

# Curriculum Vitae Example:



## Professional Experience

- Owner and Manager** April 2019 – August 2019  
Horse Shoe Restaurant Johnson's Bay, KY
- Owned and operated local cuisine restaurant with a ten-top capacity
  - Lectured part-time at Western Hospitality Institute (WHI)
  - Supervised and managed staff of three
  - Performed cost control, menu planning and purchasing functions
- Cafeteria Manager and Certified Trainer** March 2018 – April 2019  
Wyndham Rose Hall Resort Rose Hall Johnson's Bay, KY
- Managed employee cafeteria and team of nine employees
  - Served 750+ employee meals on a weekly basis
  - Trained new hires and conducted organization refresher courses at the general and departmental level
  - Conducted follow-up sessions in coaching and counseling
  - Attended weekly organization planning sessions and reported on department goals and plans
  - Recorded and compiled daily, weekly and monthly meal consumption
  - Planned and scheduled employees' weekly days off and vacation time
- Food & Beverage Manager** October 2017 – March 2018  
Native Restaurant & Bar Johnson's Bay, KY
- Managed kitchen and dining room operations with ten employees
  - Planned daily menu specials featuring native cuisine
  - Received food purchases daily to ensure fresh ingredients
- Sous Chef** January 2016 – October 2017  
Breezes Hotel Johnson's Bay, KY
- Supervised main kitchen of approximately 20 staff and oversaw entire kitchen operation
  - Identified food costs and receiving problems
  - Improved food production and presentation
  - Reduced, controlled, and maintained food cost
  - Collaborated with accountant and store clerk to monitor food costs
- Front Desk Hostess** August 2015 – January 2016  
Walt Disney World Co. Orlando, Florida
- Interacted with more than 1,000 guests daily
  - Performed check-in and check-out procedures and handled guest complaints
  - Set up guest rooms and dining reservations
  - Disseminated information, monitored multiple phone lines, and compiled guest data for marketing department
  - Managed large cash bank
- Supervisor & Range Cook** January 2015 – August 2015  
Trelawny Beach Hotel Falmouth, FL
- Supervised line staff in food production and presentation
  - Achieved and maintained significant improvement in food production, time management and food presentation
  - Arranged and prepared special meals for specific guests

# Curriculum Vitae Example:



## Publications

Name, "Title" Journal. Date

Name, "Title" Journal. Date

## Poster Accepted

"Title" Conference Name, presented: Date.

"Title" Conference Name, presented: Date.

## Honors and Awards

Leadership Skills and Qualities Award	2020
Special Merit Award	2019
Jack D. Gordon Mentorship Honors Program Award	2018
Scholarship Award for Scholastic Excellence	2017

## Professional Association & Memberships

Dean's List Association of America 2017 – Present

### Graduate & Professional Student Government Association (GPSGA)

- Hotel & Restaurant Administration Department Student Representative 2019 – Present
- Phoenix Award Committee 2019 – Present
- Constitution and Bylaws Committee 2017 – 2018
- Policies and Procedures Committee 2016 – 2017

### College of Human Environmental Sciences Graduate Student Association (CHS-GSA)

- Activities Chair for CHS-GSA 2019 – 2020
- Board Committee Member 2018 – 2019

### Council Heads of Caribbean Hospitality Schools (CHOCHS)

- Assistant Treasurer 2018

## Service

### Future Academy

- Initiated, planned, and managed T-shirt drive

August 2019 – December 2019

### United Way, Stillwater, OK

- Volunteered with Celebrate Stillwater 2018
- Volunteered with Stillwater Walk for Life 2017

### Oklahoma State University

- Moderated and judged Graduate & Professional Student Government Association Research Symposium 2020
- Volunteered at New Student Orientation 2019
- Mentored undergraduate students 2018 – 2019
- Represented students on teacher evaluation task force committee 2018 – 2020
- Judged freshman research scholars colloquium 2017

# Curriculum Vitae Example:



## Service (cont.)

### Western Hospitality Institute (WHI)

- Vice-chair – Curriculum & Exam Review Board 2017
- Reviewed Hospitality and Tourism Management curriculum and exams for quality control and specification requirements adherence
  - Evaluated examination items against Blooms Taxonomy

### Montego Bay Community College (MBCC)

- Community Services and Outreach volunteer 2016
- Mentored new faculty member 2017 – 2018

### ICC Cricket World Cup

- Volunteered at the ICC Cricket World Cup series 2017

### Walt Disney World Co.

- Volunteered at Walt Disney VoluntEARs community service 2017