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**Education**  
1971 B.A., *English, American History* Michigan State University East Lansing, MI  
1974 M.Ed., *Educational Psychology* University of Illinois Urbana, IL


**Work History**  
1996-Present Department of Physics, University of Illinois Urbana, IL  
*Director, External Affairs and Special Projects*  
1993-1996 Dept of Nuclear Engineering, University of Illinois Urbana, IL  
*Assistant Editor*  
1980-1999 Parkland College Champaign, IL  
*Part-time Faculty - Communications Division, Business Division*  
1980-1992 Prairie State Meats, Inc. Champaign, IL  
*Owner/General Manager*  
1971-1980 Swift & Company Champaign, IL  
*General Manager*  
1976-1977 *Assistant Plant Manager*  
1974-1976 *Sales Representative*  
1971-1974 *Customer Service, Assistant Office Manager*

**Publications**  
*IEEE/NPSS 16th Symposium on Fusion Engineering*, eds. G.H. Miley and C.M. Elliott, IEEE, Piscataway, NJ (1996).  
2 volumes, 1625 pp.  
*The Eighth International Conference on Emerging Nuclear Energy Systems*, eds. A.V. Zrodnikov, A.L. Shimkevich,  
C.M. Elliott, IPPE, Obninsk, Russia (1997). 2 volumes, 825 pp.  
D.K. Campbell, G.E. Gladding, and C.M. Elliott, "Parallel Parking an Aircraft Carrier: Revising the Calculus-Based  
Introductory Physics Sequence at Illinois," *Forum on Education of the American Physical Society* (Summer 1997).  
C.M. Elliott, B.V. Lavinen, *Fundamentals of Publishing in Western Technical Journals*, VNIIT, Snezhinsk, Russia  
(1999). In Russian.  
C.M. Elliott, *How to Develop Successful Technical Proposals*, International Science and Technology Center, Moscow  
(2001). In Russian.

**Selected Invited Talks and Presentations**  
"Fundamentals of Publishing in Western Technical Journals," *Procter 19 Specialists' Workshop*, RFNC, National  
Research Institute of Technical Physics, Snezhinsk, Russia (December 4-8, 1995).  
"Building an Effective Technical Paper," *Inst. of Physics and Power Engr.*, Obninsk, Russia (June 29, 1996).  
"Building an Effective Technical Proposal," *3rd Urals Seminar on Radiation Damage in Metals and Alloys*, RFNC,  
National Research Institute of Technical Physics, Snezhinsk, Russia (February 23-March 1, 1997).  
"Electronic Resources on the World Wide Web-Интернет-источник ценной информации," *Fifth Zababakhin  
Scientific Talks*, RFNC, National Research Institute of Technical Physics, Snezhinsk, Russia (September 21-26,  
1998).  
"Guidelines for Publishing in Western Technical Journals/Правила для Опубликования Работ в Западных Научно-  
Технических Журналах," *Faculty Workshop*, Moscow Engineering Physics Institute, Moscow, Russia, February  
18-19, 1999.  
"Electronic Resources on the World Wide Web-Интернет-источник ценной информации," *3rd Urals Seminar on  
Radiation Damage Physics*, Betzevki, Russia (February 26, 1999).  
"Writing Successful Technical Proposals/Составление Удачной Заявки на Грант," *Moscow State University  
Department of Physics*, Moscow, Russia, March 3, 1999.  
"Creating Successful Technical Proposals/Рассматриваются рекомендации по написанию удачной заявки на  
грант," *Faculty Workshop*, Nizhny Novgorod University, Nizhny Novgorod, Russia, September 21-24, 1999.  
"Creating Successful Technical Proposals/Рассматриваются рекомендации по написанию удачной заявки на  
грант," *Specialists' Workshop*, RFNC/Institute of Technical Physics, Snezhinsk, Russia, September 28-30, 1999.

## Preparing an Academic CV

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One of your tasks as a scientist is to keep an up-to-date CV.

Over the course of your career, you'll be asked to provide a CV many times:

1. for employment decisions—to get a job, to get a raise, to get promoted
2. for applications for special workshops or conferences
3. for funding of research proposals
4. for nominations for honors and awards

Get in the habit of periodically (at least once a year) reviewing and adding new items to your CV.

Save an electronic copy in several different places. It's one of the most important documents you'll have, and it will be almost impossible to reproduce, especially as you get further along in your career, if you lose it.

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**CV = *curriculum vitae* (life story)**

**A concise summary of a person's education and professional experience**

**Also called "resume," "biographical sketch," "biosketch," "biography" "biodata"**

**Typically includes**

**Education**

**Employment history**

**Honors and awards**

**Affiliations**

**Publications**

**Service to the profession**

**Other information if required**

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**The purpose of including a CV in a research proposal or a grad school app is to convince people that you have the requisite **education, skills, and experience** to be successful**

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**Carefully follow all instructions about CVs**

**Include all required information**

**Adhere to page limits and formatting requirements**

**Do not include personal information that is unrelated to your skills and experience**

**Marital status**

**Age or date of birth**

**Dependents**

**Health**

**Your name goes on the first line**

**Center your name and affiliation at the top  
of the page**

**Provide complete contact information**

**Telephone number, with area code**

**Fax number, with area code**

**Email address**

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**List your education and training next**

**Title the section some variant of “Education”**

**List every institution that you attended in  
chronological order**

**Each entry must include**

**The institution’s name and location**

**The degree you earned**

**The year you received the degree**

**Your major field of study**

**Include honor designations if applicable**

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## **Education**

1971 B.A., English, *summa cum laude*

Michigan State University

East Lansing, MI USA

1974 M.Ed., Educational Psychology

University of Illinois

Urbana, IL USA

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Latin honors are typically given by U.S. universities and appear on the diploma.

*cum laude* = with honor

*magna cum laude* = with high honor

*summa cum laude* = with highest honor

*Do not* claim honors unless it is marked on your transcript or diploma.

No uniform standard; each university sets its own rules, so comparing Latin honors from one institution to the next is impossible.

Some U.S. universities do not award Latin honors at all, and some use the equivalent phrases in English.



## **List your employment next**

**Title the section “Employment” or  
“Professional Appointments”**

**List every institution where you worked in  
*reverse* chronological order**

**Each entry should include**

**The organization’s name and location**

**The years that you worked there**

**Your job title**

**Include every professional appointment since  
you completed your final academic degree  
or training**

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What about those minimum-wage temporary jobs (nannying, mowing lawns, working at McDonald’s) you took in the summer?

If they show your diligence, maturity, desirability as an employee (you worked the same place three summers in a row, so they obviously liked you), commitment to paying for part of your college expenses yourself, by all means, show them on your CV.

Consider breaking the “Employment” section into two subsections, one titled “Professional Employment” (work as a TA, lab technician, computer programmer, IT help desk) and one titled “Other Employment” (jobs you held not related to your academic interests).

## **Employment**

1999– Director, External Affairs

Present Department of Physics  
University of Illinois  
Urbana, IL 61801 USA

1996– Assistant to the Head  
1999 Department of Physics  
University of Illinois  
Urbana, IL 61801 USA

## **What about part-time jobs unrelated to physics?**

**Include them if you can**

**Tie them to your commitment to your education, i.e., you flipped burgers to earn money for school**

**Show that they gave you an opportunity to practice leadership, communications, or other skills relevant to your future career**

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## **List honors and awards and professional associations next**

### **Honors and awards**

**Title of the award**

**Entity that bestowed the award**

**Year it was given**

### **Professional associations**

**Name of the association**

**Your rank (member, fellow, senior member)**

**Years you have been associated with the  
organization**

## **Awards and Associations**

Phi Beta Kappa Society, 1970

Chancellor's Award for Excellence, University of  
Illinois, 2002

Outstanding Service Medal, Civilian Research and  
Development Foundation, 2005

Member, American Physical Society, 1997–present

**List research interests and significant contributions**

**Keep the entries short—no more than two or three lines**

**Restrict to primary interests and key contributions**

**Select interests and contributions most closely related to the proposed project or job description**

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## **Research Interests**

Experimental biological physics; fluorescence microscopy and spectroscopy; DNA–protein interactions; molecular biology

## **Research Contributions**

Room temperature observation of novel single-molecule dynamics, such as spectral jumps, dark states, quantum jumps to metastable triplet state, and rotational jumps

Detection of single fluorescent molecules and energy transfer between a single donor-acceptor pair

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N.B. These are *not* my research interests or contributions; they are examples of the type of items that might be included in a professional CV.

## **List your publications**

**Provide complete bibliographic citations for all publications**

**Authors' names**

**Title of the paper or book**

**Journal title, volume, and year**

**If a book, publisher and city where published**

**Inclusive page numbers**

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## **Publications**

*IEEE/NPSS 16th Symposium on Fusion Engineering*, eds. G.H. Miley and C.M. Elliott, IEEE, Piscataway, NJ (1996). 2 vols., 1625 pp.

D.K. Campbell, G.E. Gladding, and C.M. Elliott, “Parallel Parking an Aircraft Carrier: Revising the Calculus-Based Introductory Physics Sequence at Illinois,” *Forum on Education of the American Physical Society* 17, 9–13 (1997).

C.M. Elliott, *How to Develop Successful Technical Proposals*, International Science and Technology Center, Moscow (2001). 104 pp. In Russian.

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## **List presentations**

**Title the section “Invited Talks”**

**Give the title of the talk, the name of the conference, the venue, and the date**

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## **Invited Talks**

C.M. Elliott, “Presenting your Results in Papers and Oral Presentations in the West,” Science Information Service, RAS (VNIITI), Moscow, Russia, March 7, 2001.

C.M. Elliott, “How to Write a Grant Proposal,” Postdocs Workshop, Sandia National Laboratories, Livermore, CA, October 6, 2010;  
Albuquerque, NM, October 20, 2010.

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I’ve included only two talks here as illustrations; in an academic CV, you would list *all* your invited talks. List only talks given to an “external” audience; talks to your research group or for classes should not be included.

If you plan to participate in the Undergraduate Research Symposium in January, list it as an invited talk on your CV.

Your name, “Title of Your Talk,” 11<sup>th</sup> Annual Undergraduate Research Symposium, Department of Physics, University of Illinois at Urbana-Champaign, Urbana, IL, January 27, 2012.

## **What about classes taken?**

**Do not provide a laundry list of classes you've sat through**

**If you list classes, explain what you learned (techniques, theory) and what skills you gained**

**FSHN 426 or hormonal regulation of carbohydrate, lipid, and amino acid metabolism**

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Instead of a "Classes Taken" section, provide a "Special Skills" section.

***Do not*** identify classes by the UI course number—it means nothing to someone outside your particular department. The example given in the slide, FSHN 426, is a course in the biochemical basis for human nutrition offered by the Department of Food Science and Human Nutrition at UI, but anyone confronted with only "FSHN 426" is probably going to think you studied how to coordinate purses with shoes.

**Use your CV to supplement the proposal or cover letter**

**The technical narrative of a proposal or your statement of purpose should include a discussion of your qualifications for the work**

**Use your CV to provide additional information about yourself**

**Honors and awards**

**Related experience and appointments**

**Demonstrated success in other endeavors**

**Special skills**

**Select information to emphasize relevant experience and prior success**

**If you include research interests, put the topic of the proposed project first**

**If you include contributions, emphasize those most closely related to the proposed work**

**Select publications most closely related to the proposed work**

**Emphasize classes most closely related**

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## In addition to your formal CV, develop a narrative CV

Celia Mathews Elliott is an academic professional in the Department of Physics at the University of Illinois at Urbana-Champaign. She has extensive experience in grant and proposal writing and funding of scientific research in academic institutions. She teaches one course per semester in scientific and technical communications for advanced physics undergraduates. Prior to joining the Department of Physics, she worked as a technical editor for three international peer-reviewed physics journals, and she served as a part-time faculty member at Parkland College, teaching business management and business writing from 1981 to 1997. She holds a bachelor's degree in English and a bachelor's degree in American history from Michigan State University and attended graduate school in educational psychology at the University of Illinois. She was presented an honorary doctorate in humane letters from South Ural State University (Russia) in 2003, and the Civilian Research and Development Foundation Recognition Medal in 2005 for her work with scientists in the former Soviet Union.

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Keep the narrative to one or two paragraphs.

You'll use the narrative over and over for people to introduce you as a speaker, so emphasize things that establish your credibility as an expert.

You can incorporate the narrative in your formal CV:

Name

Affiliation

Contact Information

### **Narrative**

Education

Employment

....

***Do not include purely personal information unless you are specifically asked for it***



State of birth—age  
Citizenship—place of birth  
Marital status  
Children or dependents  
Race or ethnic category  
Health status



**Do not use one of the MS templates**

**[Your Name]**  
(Street Address, City, ST ZIP Code) (phone) (e-mail)

**Objective**      [Describe your career goal or ideal job.]

**Experience**      [job title]  
                         [Date of employment] [Company Name], [City, ST]  
                         - job responsibility/achievement  
                         - job responsibility/achievement  
                         - job responsibility/achievement

                         [job title]  
                         [Date of employment] [Company Name], [City, ST]  
                         - job responsibility/achievement  
                         - job responsibility/achievement  
                         - job responsibility/achievement

                         [job title]  
                         [Date of employment] [Company Name], [City, ST]  
                         - job responsibility/achievement  
                         - job responsibility/achievement  
                         - job responsibility/achievement

                         [job title]  
                         [Date of employment] [Company Name], [City, ST]  
                         - job responsibility/achievement  
                         - job responsibility/achievement  
                         - job responsibility/achievement

**Education**      [School Name], [City, ST]  
                         [Date of attendance]  
                         - [Degree obtained]  
                         - [Special award/compliment or degree minor]

**Interests**      [Briefly list interests that may pertain to the type of job you want]

**References**      [References are available on request.]

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The MS Word templates are terrible; they have a lot of wasted space, tiny fonts, and emphasize your complete lack of creativity or willingness to do more than the bare minimum.

And don't include "References furnished on request"—of **course** you're going to give somebody references! Use the valuable real estate on your CV to tell the reader something useful; don't waste space on a witless statement such as this one.

Additional good advice is available from the American Association for the Advancement of Science, q.v.  
[http://sciencecareers.sciencemag.org/tools\\_tips/how\\_to\\_series/how\\_to\\_craft\\_a\\_winning\\_resume](http://sciencecareers.sciencemag.org/tools_tips/how_to_series/how_to_craft_a_winning_resume).

The AAAS website, "My Science Career" is excellent; q.v.  
<http://scjobs.sciencemag.org/JobSeekerX/>.