

Creating a Curriculum Vitae

Crystal Tobias

MIV Analyst, Academic Affairs

cytobias@ucdavis.edu

530-752-8932

Creating a Curriculum Vitae

- MIV has a feature that allows a candidate to use their entered data to create a curriculum vitae (CV) in a fashion similar to how MIV is used to create advancement actions
- This four step process culminates in the output of a rich text file (RTF) document that is editable, should the candidate or their proxy wish to add information not found in MIV
- It also creates a PDF of the document at the same time
- The CV can be created by the candidate, or by their proxy (usually a Department Admin)
- Once a CV is created, it can be duplicated in the program (rather than having to create a new one each time)

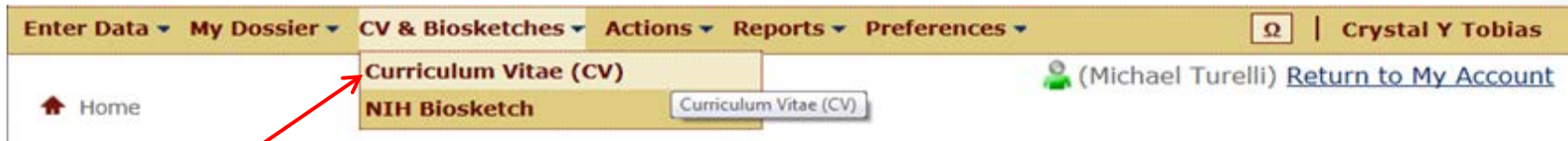
Creating a Curriculum Vitae

- From the candidate's account, go to the main toolbar and select "CV & Biosketches"

You must be in the candidate's account



- Select Curriculum Vitae (CV) from the drop-down menu



Creating a Curriculum Vitae

- Select “Add a New CV Document” to begin the four-step CV creation process

The screenshot shows a web application interface. At the top, there is a navigation bar with the following items: "Enter Data", "My Dossier", "CV & Biosketches", "Actions", "Reports", and "Preferences". On the right side of this bar, there is a search icon (Ω) and the name "Crystal Y Barber". Below the navigation bar, there is a user profile section with a green person icon, the name "(Michael Turelli)", and a link "Return to My Account". Below this, there is a breadcrumb trail: "Home > CV". The main heading is "Curriculum Vitae (CV)". Underneath, it says "CV documents for Michael Turelli". A button labeled "Add a New CV Document" is highlighted with a blue border and a red arrow pointing to it. At the bottom, there is a yellow bar with the text "CV Documents".

Enter Data ▾ My Dossier ▾ CV & Biosketches ▾ Actions ▾ Reports ▾ Preferences ▾

Ω | Crystal Y Barber

(Michael Turelli) [Return to My Account](#)

Home > CV

Curriculum Vitae (CV)

CV documents for Michael Turelli

Add a New CV Document

CV Documents

Creating a Curriculum Vitae

- Step 1: Select CV Display Options

Michael Turelli

* Document Name (does not display in the document): ← Enter a custom Document Name here

* Document Title (displays as the title in the document):

Document Title Display

Format: B I U

Lines above and below Document Title: Yes No

Alignment: Left Center Right

Display Name

Alignment: Left Center Right

Header Display

Format: B I U

Alignment: Left Indent: inches Center

Content Display

Indent: inches

Include [Format Options](#): Yes No

Footer

Page Numbers: Yes No

Line above footer: Yes No

← You may choose from a variety of display options that will allow you to customize the appearance of your CV; if you don't make a selection, MIV will default to the selections displayed herein

← When you have made your selections, click "Proceed" to go to Step 2

Creating a Curriculum Vitae

- Step 2: Select CV Data

Michael Turelli
Turelli 13-14 Grad Group Review CV

Select data Select data From Year: To Year:

* Include the following data:

- Personal Information
- Agricultural Experiment Station
- Grants and Contracts: Active
- Grants and Contracts: Completed
- Honors and Awards
- List of Evaluations
- Publications: Journals
- Publications: Journals In Press
- Publications: Presentations
- Publications: Additional Information
- Service: Administrative Activities
- Service: Committees - Department/Section
- Service: Committees - School/College/Division
- Service: Committees - Campus
- Service: Committees - Other University
- Service: Committees - Other Non-University
- Teaching: Courses
- Teaching: Special Advising
- Teaching: Student Advising
- Teaching: Thesis Committees

Select "from" & "to" years to establish content selection time period

Select the various categories of data that you wish to include in the CV

MIV will default to selecting all categories if you do not select them in this step

To deselect a category, click on the box to remove the ✓ from the box

When you are done, click "Proceed" to go to Step 3

Creating a Curriculum Vitae

- Step 3: Design My CV

Save Cancel Check All Clear All

Print Turelli 13-14 Grad Group Review CV Content

<input checked="" type="checkbox"/>	Personal Information Check Section Clear Section
<input checked="" type="checkbox"/>	Display Name: Michael Turelli
<input checked="" type="checkbox"/>	Permanent Address:
<input checked="" type="checkbox"/>	Phone:
<input checked="" type="checkbox"/>	Fax:
<input checked="" type="checkbox"/>	Current Address:
<input checked="" type="checkbox"/>	Phone:
<input checked="" type="checkbox"/>	Fax:
<input checked="" type="checkbox"/>	Work Address: 3342C Storer Hall, University of California, Davis, CA, 95616-8755
<input checked="" type="checkbox"/>	Phone: 530-752-6233
<input checked="" type="checkbox"/>	Fax: 530-752-1449
<input checked="" type="checkbox"/>	Cell Phone:
<input checked="" type="checkbox"/>	Email: mturelli@ucdavis.edu
<input checked="" type="checkbox"/>	Web Site: http://
<input checked="" type="checkbox"/>	Date of Birth:
<input checked="" type="checkbox"/>	U.S Citizen: Yes
<input checked="" type="checkbox"/>	Date Arrived:
<input checked="" type="checkbox"/>	Type of Visa:
<input checked="" type="checkbox"/>	Agricultural Experiment Station Check Section Clear Section
<input checked="" type="checkbox"/>	2003-2005 Properties of selection, mutation and drift in constant and variable environments, Number: CA-D*-EVE-4244-H, Investigators: Turelli, M
<input type="checkbox"/>	Education
<input type="checkbox"/>	Employment
<input type="checkbox"/>	Extending Knowledge
<input checked="" type="checkbox"/>	Grants and Contracts Check Section Clear Section
<input checked="" type="checkbox"/>	Grants Active
<input checked="" type="checkbox"/>	10/01/2005-09/30/2010 Research: \$1,475,550.00, Co-Investigator, Collaborative Learning at the Interface of Mathematics and Biology (CLIMB) - an Interdisciplinary Undergraduate Research Training Program at UC Davis, Richard K. Grosberg (Principal Investigator), NSF
<input checked="" type="checkbox"/>	Grants Completed
<input checked="" type="checkbox"/>	01/01/2001-12/31/2005 Research: \$226,000.00, Co-Investigator, Theoretical Population and Quantitative Genetics and Speciation, John H. Gillespie (Principal Investigator), NSF
<input checked="" type="checkbox"/>	Honors And Awards Check Section Clear Section
<input checked="" type="checkbox"/>	2005 American Academy of Arts and Sciences, Elected Fellow
<input checked="" type="checkbox"/>	2006

In much the same way as designing your dossier, you will need to select what information you wish to include in your CV

Creating a Curriculum Vitae

- Step 3: Design My CV

Save Cancel

Check All Clear All

Print Turelli 13-14 Grad Group Review CV Content

<input checked="" type="checkbox"/>	Personal Information	Check Section	Clear Section
<input checked="" type="checkbox"/>	Display Name: Michael Turelli		
<input checked="" type="checkbox"/>	Permanent Address:		
<input checked="" type="checkbox"/>	Phone:		
<input checked="" type="checkbox"/>	Fax:		
<input checked="" type="checkbox"/>	Current Address:		
<input checked="" type="checkbox"/>	Phone:		
<input checked="" type="checkbox"/>	Fax:		
<input checked="" type="checkbox"/>	Work Address: 3342C Storer Hall, University of California, Davis, CA, 95616-8755		
<input checked="" type="checkbox"/>	Phone: 530-752-6233		
<input checked="" type="checkbox"/>	Fax: 530-752-1449		
<input checked="" type="checkbox"/>	Cell Phone:		
<input checked="" type="checkbox"/>	Email: mturelli@ucdavis.edu		
<input checked="" type="checkbox"/>	Web Site: http://		
<input checked="" type="checkbox"/>	Date of Birth:		
<input checked="" type="checkbox"/>	U.S Citizen: Yes		
<input checked="" type="checkbox"/>	Date Arrived:		
<input checked="" type="checkbox"/>	Type of Visa:		
<input checked="" type="checkbox"/>	Agricultural Experiment Station	Check Section	Clear Section
<input checked="" type="checkbox"/>	2003-2005		
	Properties of selection, mutation and drift in constant and variable environments, Number: CA-D*-EVE-4244-H, Investigators: Turelli, M		
<input type="checkbox"/>	Education		
<input type="checkbox"/>	Employment		
<input type="checkbox"/>	Extending Knowledge		
<input checked="" type="checkbox"/>	Grants and Contracts	Check Section	Clear Section
<input checked="" type="checkbox"/>	Grants Active		
<input checked="" type="checkbox"/>	10/01/2005-09/30/2010		
	Research: \$1,475,550.00, Co-Investigator, Collaborative Learning at the Interface of Mathematics and Biology (CLIMB) - an Interdisciplinary Undergraduate Research Training Program at UC Davis, Richard K. Grosberg (Principal Investigator), NSF		
<input checked="" type="checkbox"/>	Grants Completed		
<input checked="" type="checkbox"/>	01/01/2001-12/31/2005		
	Research: \$226,000.00, Co-Investigator, Theoretical Population and Quantitative Genetics and Speciation, John H. Gillespie (Principal Investigator), NSF		
<input checked="" type="checkbox"/>	Honors And Awards	Check Section	Clear Section
<input checked="" type="checkbox"/>	2005		
	American Academy of Arts and Sciences, Elected Fellow		
<input checked="" type="checkbox"/>	2006		

You may Check All or Clear All to include or remove all data in your entire list, or you may Check Section or Clear Section to include or remove all data in that section

Creating a Curriculum Vitae

- Step 3: Design My CV

Save Cancel Check All Clear All

Print Turelli 13-14 Grad Group Review CV Content

<input checked="" type="checkbox"/>	Personal Information	Check Section Clear Section
<input checked="" type="checkbox"/>	Display Name: Michael Turelli	
<input checked="" type="checkbox"/>	Permanent Address:	
<input checked="" type="checkbox"/>	Phone:	
<input checked="" type="checkbox"/>	Fax:	
<input checked="" type="checkbox"/>	Current Address:	
<input checked="" type="checkbox"/>	Phone:	
<input checked="" type="checkbox"/>	Fax:	
<input checked="" type="checkbox"/>	Work Address: 3342C Storer Hall, University of California, Davis, CA, 95616-8755	
<input checked="" type="checkbox"/>	Phone: 530-752-6233	
<input checked="" type="checkbox"/>	Fax: 530-752-1449	
<input checked="" type="checkbox"/>	Cell Phone:	
<input checked="" type="checkbox"/>	Email: mturelli@ucdavis.edu	
<input checked="" type="checkbox"/>	Web Site: http://	
<input checked="" type="checkbox"/>	Date of Birth:	
<input checked="" type="checkbox"/>	U.S Citizen: Yes	
<input checked="" type="checkbox"/>	Date Arrived:	
<input checked="" type="checkbox"/>	Type of Visa:	
<input type="checkbox"/>	Agricultural Experiment Station	Check Section Clear Section
<input checked="" type="checkbox"/>	2003-2005	
	Properties of selection, mutation and drift in constant and variable environments, Number: CA-D*-EVE-4244-H, Investigators: Turelli, M	
<input type="checkbox"/>	Education	
<input type="checkbox"/>	Employment	
<input type="checkbox"/>	Extending Knowledge	
<input checked="" type="checkbox"/>	Grants and Contracts	Check Section Clear Section
<input checked="" type="checkbox"/>	Grants Active	
<input checked="" type="checkbox"/>	09/20/2013-08/31/2017	
	Research: Grant #R01-GM-104325-01, \$1,569,957, Principal Investigator, Evolution of interactions between Wolbachia and its hosts: Drosophila model systems, National Institutes of Health	
<input checked="" type="checkbox"/>	01/01/2008-06/30/2014	
	Research: \$19,000,000, Principal Investigator, Modifying Mosquito Population Age Structure to Eliminate Dengue Transmission, NIH - Grand Challenges in Global Health Initiative of the Bill and Melinda Gates Foundation	

Sections with data selected but with the header NOT selected will show up in the CV but without the header

Sections that do not have any data entered will not expand, nor will they show up in the CV

Creating a Curriculum Vitae

- Step 3: Design My CV

Print **Turelli 13-14 Grad Group Review CV Content**

<input checked="" type="checkbox"/>	Personal Information	<input type="button" value="Check Section"/> <input type="button" value="Clear Section"/>
<input checked="" type="checkbox"/>	Display Name: Michael Turelli	
<input checked="" type="checkbox"/>	Permanent Address:	
<input checked="" type="checkbox"/>	Phone:	
<input checked="" type="checkbox"/>	Fax:	
<input checked="" type="checkbox"/>	Current Address:	
<input checked="" type="checkbox"/>	Phone:	
<input checked="" type="checkbox"/>	Fax:	
<input checked="" type="checkbox"/>	Work Address: 3342C Storer Hall, University of California, Davis, CA, 95616-8755	
<input checked="" type="checkbox"/>	Phone: 530-752-6233	
<input checked="" type="checkbox"/>	Fax: 530-752-1449	
<input checked="" type="checkbox"/>	Cell Phone:	
<input checked="" type="checkbox"/>	Email: mturelli@ucdavis.edu	
<input checked="" type="checkbox"/>	Web Site: http://	
<input checked="" type="checkbox"/>	Date of Birth:	
<input checked="" type="checkbox"/>	U.S Citizen: Yes	
<input checked="" type="checkbox"/>	Date Arrived:	
<input checked="" type="checkbox"/>	Type of Visa:	
<input type="checkbox"/>	Agricultural Experiment Station	<input type="button" value="Check Section"/> <input type="button" value="Clear Section"/>
<input checked="" type="checkbox"/>	2003-2005 Properties of selection, mutation and drift in constant and variable environments, Number: CA-D*-EVE-4244-H, Investigators: Turelli, M	
<input type="checkbox"/>	Education	
<input type="checkbox"/>	Employment	
<input type="checkbox"/>	Extending Knowledge	
<input checked="" type="checkbox"/>	Grants and Contracts	<input type="button" value="Check Section"/> <input type="button" value="Clear Section"/>
<input checked="" type="checkbox"/>	Grants Active	
<input checked="" type="checkbox"/>	09/20/2013-08/31/2017 Research: Grant #R01-GM-104325-01, \$1,569,957, Principal Investigator, Evolution of interactions between Wolbachia and its hosts: Drosophila model systems, National Institutes of Health	
<input checked="" type="checkbox"/>	01/01/2008-06/30/2014 Research: \$19,000,000, Principal Investigator, Modifying Mosquito Population Age Structure to Eliminate Dengue Transmission, NIH - Grand Challenges in Global Health Initiative of the Bill and Melinda Gates Foundation	

Once you have selected the data you wish to appear in your CV, click "Save," which appears at both the top and bottom of the list (this view is an incomplete list)

Creating a Curriculum Vitae

- Step 4: Your CV is now ready to be created

CV Menu

Turelli 13-14 Grad Group Review CV

[Select CV Display Options](#)

[Select CV Data](#)

[Design My CV](#)

[Create My CV](#)

Select “Create My CV” to put your data in the selected format, which will appear as both a PDF and an RTF (rich text format) document

Creating a Curriculum Vitae

- Voila – you have now created your CV in MIV! Congratulations!!
- The PDF is non-editable, while the RTF will allow you to edit as desired

Create My CV

Turelli 13-14 Grad Group Review CV has been created in the following formats:


[PDF](#) Turelli 13-14 Grad Group Review CV

[RTF](#) Turelli 13-14 Grad Group Review CV

PDF = Uneditable "Portable Document Format." Viewable with a PDF reader.

RTF = Editable "Rich Text Format." Viewable with a text editor like MS Word, etc.

If you have problems creating or viewing your CV, please contact the MIV Project Team at miv-help@ucdavis.edu.



As always, you can contact us for assistance if you get an error or have any other problems creating your CV