

Curriculum Vitae (CV)

cur•ric•u•lum vi•tae Latin, course of (one's) life

Curriculum vitae (CVs) are the standard for seeking jobs in higher education and may be used for some research positions outside of academia. It is more inclusive than a traditional resume (2-5 pages for new graduates) and highlights teaching and research aspects of your career.

GENERAL TIPS

Be consistent in your formatting.

- Well-organized formatted documents are easier to read and get more attention.
- Use formatting (bold, italics, underlines) to separate sections and help readers navigate the page.
- Some opportunities prefer a traditional CV (very basic formatting, essentially lists, no descriptions).

Others allow more contemporary formatting (may be similar to some resumes). Talk to others in your field or the place you're applying to learn what is appropriate/preferred for each kind of opportunity.

- Where used, descriptions of experience should be clear, specific, and brief.
- Speak to the quality, quantity and responsibility for each position.
- Tell what you did, how you did it, and what the result was.
- If altering your CV into a resume for a non-academic job, focus more on the processes than the content of the work, and use more bullet points.

TYPICAL SECTIONS

Sections should be arranged by order of importance, and sections may vary for different jobs. For example, if you are applying to a two-year college, teaching experience might be put higher up than your dissertation.

Title Block: List your name, address, phone number, email, city and state (country if necessary).

Education: List your degrees (most recent first), institution, city & state (country if necessary), month and year of graduation, major/minor/concentration.

Dissertation/Thesis: List the title, brief description, and chair.

Experience: Can be subdivided as needed to focus on relevant areas (teaching, research, professional).

Academic Service/Leadership/Volunteer

Positions: List organizations, clubs, or examples that demonstrate your leadership abilities. List your job title, organization, location, dates, and a description of your work.

Professional Associations/Memberships:

Demonstrate your professional identity and affiliation by listing organizations you belong to or offices held.

Languages: List any languages you are fluent or conversational in (other than English) and describe levels of fluency in writing/speaking/reading/listening.

Publications & Presentations: Demonstrate scholarly work through papers presented, invited lectures, journal articles submitted/in press/published, books or monographs under contract/completed. Separate presentations from publications. Follow the style manual of your field. Be sure to include: Author, journal/conference, date.

Awards/Honors/Fellowships/Scholarships: Can include academic, service and financial awards. List award, date, location, amount awarded (if monetary), and a brief description (if needed).

Skills: This can include language skills, computer skills and specific programs, and technical skills.

CAREER RESOURCE CENTER

CREATING CONNECTIONS

OTHER GUIDELINES

- White paper
- Black and white text
- Standard fonts (Arial, Times New Roman)
- Font size: 11 minimum
- Margins: 0.5 minimum
- No pronouns
- Use the past tense
- Eliminate unnecessary articles (a, an, the)

CVs IN THE U.S. DO NOT INCLUDE

- Social Security Numbers
- Pictures
- Ages or birthdates
- Marital status
- Family/health issues
- Today's date

WRITING BULLET POINTS OR DESCRIPTIONS

Transferable skills are the tasks you know how to do regardless of where they take place. They describe your functional skills. **Action verbs** are strong active words which help you clarify your activities in a meaningful and relevant way. Emphasize **results** to show accomplishments. -> **Action verb + Transferable skills/Task = Result.** Example: *Demonstrated leadership by conducting individual training for new employees who all moved into management positions*

ADDITIONAL HEADING EXAMPLES

Academic Service	Grant Writing Experience	Scholarly Presentations
Administrative Experience	Grant Funding Received	Scholarly Works
Articles	International Study	Scholarships
Awards	Journal Reviews	Study Abroad
Certificates	Languages	Teaching Assistantships
Committee Leadership	Leadership	(differentiate from Instructor of Record)
Community Service	Licensure	Teaching Interests
Conference Leadership	Master's Project	Teaching Overview
Conference Presentations	Monographs	Teaching Summary
Conferences Attended	Panels Organized	Technical Skills
Departmental Service	Panels Served On	Thesis
Education Interests	Professional Associations	Travel Abroad
Educational Overview	Professional Certifications	University Involvement
Endorsements	Relevant Courses	Workshops
Exhibitions	Related Employment	
Fellowships	Research Fields	
Graduate Practica	Research Interests	

For Additional Resources (including CV examples for various industries) check out <https://chroniclevitae.com/news>, search "CV" and select "Articles"