



## CURRICULUM VITAE (CV) GUIDE

**curriculum vitae:** Latin, course of (one's) life

A curriculum vitae is your first point of contact between you and your future colleagues. The role of a CV is to grab the interest of the reader and encourage him/her to look over your other application materials. For this reason, it is important to think about how you describe and format your experiences. What will your audience be looking for? What do you have that other applicants may not? Your job is to make it easy for your reader to find the strengths and achievements that you can bring to the position.

### Comparing the Curriculum Vitae and Resume:

A curriculum vitae and a resume are similar in that both highlight one's education and relevant experience. However, a CV tends to be longer and is used more widely when candidates have published works like scientific evidence or journals. Common for graduate students, a CV tends to include any research experience, teaching experience, and publications. CVs are more comprehensive as they are used when applying to positions where specific field knowledge or expertise is required. Like a resume, there is no one correct format for a CV- the key is formatting and organization!

Curriculum Vitae	Resume
<p><b>Goal:</b> Obtain an academic position, research position, or grant</p> <p><b>Audience:</b> Fellow academic/researcher of similar field</p> <p><b>Structure:</b> Text-heavy</p> <p><b>Length:</b> (Flexible) as long as necessary</p> <ul style="list-style-type: none"> <li>-Doctoral CVs typically 3-4 pages</li> <li>-Master's CVs typically 1-3 pages</li> </ul> <p><b>Content:</b> Complete history of academic pursuits (including teaching, research, awards, and service)</p> <p>Tailored to highlight ability to conduct research/teach OR tailored to highlight ability to fit with specific job/field</p>	<p><b>Goal:</b> Obtain a nonacademic job</p> <p><b>Audience:</b> Potential nonacademic employers</p> <p><b>Structure:</b> Minimal text, concise, achievement oriented bullet points</p> <p><b>Length:</b> Typically 1 page; limited to 2 page maximum</p> <p><b>Content:</b> Summary of most relevant skills and experiences tailored to ability to fit with specific job/company</p>

### FORMATTING

Typically, a CV should begin with contact information and education. Sections that include items with various dates (such as education, research experience, service work, etc.) should be listed in reverse chronological order. Also, don't forget page numbers!

### Personal Information

The personal information section of your CV can appear as the header. Be sure to include: your name, home address, phone number, and email. Some students will include their office/department contact info. Do not



include: date or place of birth, marital status, gender, religion, social security number, etc. (These should never be included on your CV or resume).

**Education**

Your education section should include the name of the colleges/universities attended, the location (city, state, and country if outside of the United States) of each facility, the type of degree earned along with the field of study, and the graduation date.

General Formatting:

- Degree, Discipline Area
- University Name, Location
- Dissertation/Thesis (Optional): Title or Topic
- Certifications/Awards (Can be included here or later in CV)
- Graduation Date (Month Year)

Beyond the education and personal information sections, CV formatting varies widely. Below are some suggested categories to include on your CV:

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

When choosing which categories to include on your resume, think about which will highlight your most prestigious strengths and achievements in the position/field you are applying for. You may also reformat the categories so that your strongest points appear earlier in your CV.



General Formatting for Experience Sections:

Your Title

Dates

Company/Organization, City, State/Country

- Begin description with past tense action verb
- Describe tasks and responsibilities, quantifying wherever possible
- Use keywords where its appropriate to demonstrate knowledge of the field
- You can also have longer, action oriented descriptions instead of bullet points on a CV. They should be easy to read and concise.

General Formatting for Awards and Honors:

- Include: Funding Agency, Title of Award, Date Receive, Amount (optional)
- Description should demonstrate how you were recognized by your department/professional organization

General Formatting for Publications and Presentations:

Publication/Presentation

- Use citation structure that is appropriate for your discipline
- If multiple authors/presenters, bold your name when listing all names

**Final Points on Formatting:**

Be consistent in your formatting.

- 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).
- After the first page, begin page numbering (2,3,4,5....)
- 0.5 Margin Minimum; 11pt Font Size Minimum
- Use Standard Fonts (i.e. Arial, Times New Roman)
- When applying to professional schools/programs, it is important to check their website for required CV formatting (CVs vary per school, program, and even field of study)
- 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 bullet points.

**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*



**REFERENCES**

Unlike a resume, a CV includes references. If possible, provide 3-6 references (with at least name, address, and contact information) of individuals who can comment positively on your capabilities. Remember: Always ask your references if you can include them on any documents (not just your CV), and let them know if they may be contacted.

Example: Dr. Alice Alligator  
Research Advisor  
Department of Chemistry  
University of Florida  
Gainesville, FL 32611  
(123) 123-4567

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

**CURRICULUM VITAE EXAMPLE**

**Albert Gator**

101 Main Street, Gainesville, FL 32611 | (123) 456-7890 | albertgator@email.com

**EDUCATION**

**PhD**, Discipline Area Month Year

*College of Gator Professions, University of Florida*

- *Dissertation:* title or topic

**MPH (or other Master's degree)**, Discipline Area Month Year

*School if appropriate, University Name*

- *Master's Thesis:* title or topic
- Certifications/Award (Can be included here or in later section)

**BA (or other Bachelor's degree)**, Discipline Area Month Year

*University Name*

**SUMMARY OF RESEARCH SKILLS (optional)**

Examples: Project management \* grant and proposal writing \* research methodology & design \* Institutional Review Board clearance \* participant recruitment \* data collection \* data management \* statistical analysis (SPSS, Mplus, ATLAS.ti) \* online survey design and programming (Qualtrics) \* oral presentations \* cost effectiveness analysis

**RESEARCH INTERESTS (optional)**

Examples: Obesity \* obesity related co-morbidities \* physical activity \* nutrition \* social support \* technology-based health interventions \* structural equation modeling \* health behavior theory \* health communications \* research dissemination & translation

**AWARDS AND HONORS**



- Things to Include: Funding Agency (agency or departmental/university award), Type or Title of Award, 20XX-20XX, amount (optional)
- This section demonstrates how you are recognized by your department or professional organizations
- Award amounts may demonstrate your ability to win grants or manage funds

### **PROFESSIONAL/RESEARCH EXPERIENCE**

#### **Your Title**

Month Year - Present

*Company/Organization, City, State or Country*

- Start each bullet with a skills-based action verb
- Be sure to quantify your accomplishments, not just describe tasks and responsibilities
- Use keywords that demonstrate your knowledge of the field and technologies as appropriate
- More details
- More details

#### **Dissertation Research**

Month Year - Present

*UF Blue and Orange Department, Gainesville, FL*

- Managed a team of 10 people to ensure the timely findings of current gator literature
- Retrieved the impact factors of each studies reviewed to determine its extent of influence
- More details
- More details

### **TEACHING & MENTORING EXPERIENCE**

#### **Your Title**

Semester Year & Semester Year

*Course Name*

- Begin each bullet with a skills-based action verb
- Be sure to quantify your accomplishments, not just describe tasks and responsibilities
- Use keywords that demonstrate your knowledge of the field and technologies as appropriate
- More details

#### **Undergraduate Teaching Assistant**

Spring 2017

UFL1234: How to be a Gator

- Scheduled and oversaw regular meetings and managed student activities including class objectives and lesson plans
- Provided recommendations and career advice as needed during TA office hours

### **PUBLICATIONS AND PRESENTATIONS**

*Publications*

- Use the citation structure appropriate for your discipline/area of study
- Bold your name within the list of authors

*Selected Presentations*

- Use the citation structure appropriate for your discipline.
- Bold your name within the list of authors if appropriate

### **PROFESSIONAL AFFILIATIONS**

Include memberships and leadership roles

### **ACADEMIC SERVICE AND OTHER ACTIVITIES**

This section may be set up the same as the experience sections above or a simple list of organizations, roles/titles, and dates.