



Writing a Curriculum Vitae

Purpose of a Curriculum Vitae (CV)

In the United States, the curriculum vitae, also called an academic résumé or CV for short, is a summary of one's personal history and professional qualifications submitted as part of a job, graduate school, or internship application process. In Latin, the term means "the course of one's life." CVs are similar to résumés - they are marketing tools that showcase your skills, experience, knowledge, education, and personal qualities; however, they have a different audience and often include additional categories with more in-depth information.

CVs are most commonly requested for:

- Applying for academic, scientific, medical, legal and research positions
- Applying to some graduate & professional programs
- Grant, fellowship, and scholarship applications
- University and College Faculty departmental/tenure review
- Professional association memberships
- European and Latin American countries

What is the difference between a Résumé and CV?

| | CV | Résumé |
|------------------------------|---|---|
| Audience | Fellow academics in your field of study. | Recruiters and hiring managers who select candidates for a wide variety of positions. |
| Goal | To present your full academic history — including teaching, research, awards, and service. | To align skills and experiences to each job description conveying fit for each position. |
| Length | As long as necessary to showcase relevant content. | One or two pages only. In general, a second page is added if you have more than ten years of professional experience. |
| Focus | Demonstrating your academic achievements and scholarly potential. | Showcasing your experiences — job-related, extracurricular and volunteer. Skills and accomplishments from each are highlighted. |
| Essential Information | Include teaching experiences, education, publications, presentations, research, honors, and grants. | Skills and experiences you have gained as related to the job you are seeking. |
| References | Include. | Include as a separate document when requested. |



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Length

The length of your CV will vary depending on your unique experiences. As you become more experienced, your CV will expand. Remember - the relevance of the information contained in your CV is more important than the number of the pages filled. Unlike a résumé, a CV can be as long as it needs to be in order to convey relevant information!

Formatting Tips

- Arrange the sections of your CV so the most important and relevant information is first.
- Tailor your CV to your field or a specific employer/position.
- Be selective about the information that you include. The lack of a page limit doesn't mean that a CV should reflect everything you have ever done.
- Use a standard font style (Times New Roman, Arial, Calibri, etc.), action verbs, accomplishment statements, proper grammar and spelling, and consistent headings to help organize content.
- Avoid first-person pronouns ("I"), irrelevant and/or personal information (marital status, health, etc.).
- Include your name and the page number in a header or footer starting with the 2nd page. *Helpful tip:* update your CV every six months to a year.
- Use 10 to 12-point font size with .5" - to 1"-inch margins. Headings should use slightly larger font size.
- Keep dates to the right as opposed to listing them first within your sections. The reader's eye naturally gravitates to the left so begin with your biggest selling points.
- Use **boldface**, *italics*, and spacing to highlight information, but be consistent and sparing in your use. Overuse distracts readers and defeats your purpose.
- A CV should be clean and professional in appearance. Avoid using shading, multiple fonts, images, etc.

Common CV Sections

Begin your CV with a heading that includes your name (in a larger, bolded font), address, telephone number(s), email address, website, and/or LinkedIn URL. The rest of your CV will consist of information under many different headings. Common CV headings include:

- Education
- Dissertation/Thesis
- Teaching Interests/Teaching Experience
- Research
- Service
- Presentations/Publications
- Awards, Fellowships, Honors, Grants
- Memberships/Professional Affiliations

Additional CV Categories

Some of these headings may not be applicable to you or your field - feel free to add additional sections that are appropriate for your field. Faculty and experienced professionals in your field are a helpful resource to decide categories.

- Certifications/Licenses
- Clinical Experience
- Consulting Experience
- Laboratory Experience
- Language Skills
- Leadership (Departmental, Association, Community)
- Practicum Experience
- Professional Summary/Summary of Qualifications
- Technical/Specialized Skills