



# CURRICULUM VITAE



## WHAT IS IT AND HOW TO WRITE ONE

### WHAT IS IT?

Your curriculum vitae (CV), which is Latin for course of life, should cover all of your educational and professional experiences. A resumé on the other hand, takes a more concise look at your education and experiences and is often tailored for a specific job description.



### WHEN IS IT USED?

CV's are used most often in academia, and when applying to research positions. It should cover any and all publications, affiliations, experiences, and honors you have earned over time. These can be 2-4 pages to more than 10 + - there is no length!

### FORMAT

- 10 – 12 point font (Arial, Cambria, Calibri)
- Single space and 1 inch margins
- No page limit
- Last Name and page number listed after first page
- Labeled sections
- Dates aligned right, in reverse-chronological order, with the newest items listed first
- No color or added graphics and designs

### SECTIONS TO INCLUDE

- **Name and Contact Header\***
- **Education\***
- **Professional Experience\***
- Teaching Experience
- Research Experience
- Honors, Awards, Grants, and Fellowships
- Presentations
- Professional Licenses or Certifications

\*Stars indicate recommended sections



### BULLET POINT FORMAT

#### ***Action Word + Value + Description***

- Action Words are strong verbs that catch the reader's attention
- Value is any numerical data you can provide to back up what you're discussing
- Descriptions should be brief, in the correct past or present tense, and cover your duties well
- Each position listed should have 3-5 points total
- Can be written in bullet points or sentences in a paragraph

### FINAL TIPS:

Proofread, edit, and revise! You want to make sure there aren't any typos or mistakes of any kind. Keep a word document to write and edit, but unless otherwise specified, always turn documents in as PDFs unless otherwise specified!

While it may seem tempting to use a template, always hand type your CV. Doing it this way is easier to edit, and it is preferred by employers and colleges.

## NAME

E-mail address

LinkedIn URL or personal website

Address

City, State, Zip

(Area code) Telephone number

### Education

**Ph.D.**

**Major field**

Institution, City, State

Actual or anticipation completion date

**Dissertation title**

Dissertation advisor

**M.A./M.S.**

**Major field**, year of completion

Institution, City, State

**B.A./B.S.**

**Major field**, year of completion

Institution, City, State

### Relevant Experience (Teaching, Research, ect.)

**Position Title**

Dates

Institution or Organization Name, City, State

Describe what you did using brief phrases beginning with action verbs. Your descriptions may appear as a bulleted list or in paragraph form. Make a point to include responsibilities that highlight relevant skills or interests. Quantify wherever possible (i.e., number of students taught, dollar amounts of grants) and mention results if appropriate.

### Fellowships, Honors, Grants

**Name of Award**, dates held

Describe activities and responsibilities. Use brief phrases beginning with action verbs; include activities most relevant to the position sought. Use same format to list additional awards. This category could also be called "Honors" and include scholarships, honor societies, and other academic honors.

*Use the same format for each entry. List entries in reverse chronological order, beginning with the most recent or current experience.*

### Professional Involvement

List related professional and civic memberships. Generally, it is a good idea to omit any affiliations which might allow the reader to draw conclusions about your ethnic background, political or religious preferences, unless they are related to the positions you are seeking.

### Publications

List all articles, book chapters, books and other publications using the style recommended by your profession.

### University Service

List committees you have served on, leadership positions held on those committees or in other areas (such as faculty governance bodies), or in-house consulting.

### Professional Interests

Include areas of concentration in the graduate studies, research interests, teaching interests and other areas of interest related to your field. This section can be broken into separate categories for each area mentioned above.

### References

Indicate an address where prospective employers can obtain letters of reference or call your references.

**Please note:** *This is a sample format. You should choose a format for your CV that works well with the information you are presenting and that is appropriate to your discipline. Experiment to achieve the "look" that presents you most effectively.*