

## 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  
Administrative Experience  
Articles  
Awards  
Certificates  
Committee Leadership  
Community Service  
Conference Leadership  
Conference Presentations  
Conferences Attended  
Departmental Service  
Education Interests  
Educational Overview  
Endorsements  
Exhibitions  
Fellowships  
Graduate Practica

Grant Writing Experience  
Grant Funding Received  
International Study  
Journal Reviews  
Languages  
Leadership  
Licensure  
Master's Project  
Monographs  
Panels Organized  
Panels Served On  
Professional Associations  
Professional Certifications  
Relevant Courses  
Related Employment  
Research Fields  
Research Interests

Scholarly Presentations  
Scholarly Works  
Scholarships  
Study Abroad  
Teaching Assistantships  
(differentiate from Instructor of Record)  
Teaching Interests  
Teaching Overview  
Teaching Summary  
Technical Skills  
Thesis  
Travel Abroad  
University Involvement  
Workshops

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