



Writing the *Curriculum Vitae*

What you really need to know right
now...



Resume vs. *Curriculum Vitae*

- Length: Short
 - Content: All-inclusive summary of skills, experiences, and education
 - Purpose-get employment (or interview)
- Length: As long as it needs to be
 - Content: Area-specific listing of education and academic background
 - Purpose: Detail background and qualifications



Curriculum Vitae (or “CV”)

- Origin is Latin- “course of one’s life”
- Note “vitae” (vee-tie or vee-te) is the plural form; “vita” (vee-tuh) is singular



Why work on this now?

- Time goes by fast
- Helps you organize important things for your future career (which organizations to join; what is missing)
- Assists in setting goals
- Assists when getting letters of recommendations or applying for other programs/committees



Important NOTE

- There is not really a “right” way to do a CV.
However, there are some things that make the viewing easier, make you look more professional, and include things reviewers want to see.
- Your CV may be different than someone else.
 - What’s important is that you keep one up to date.



General Set-Up Features

- Font: Times New Roman
- Regular paper (white) is fine
- Font size: 12 point
- No underlining
- Single sided
- Margins: 1" all around
- Use bolding and CAPs to have things stand out
- Number pages
- No graphics
- Same font throughout (may vary sizing some)
- Full name on every page



Don't forget, a CV needs to be...

- Clear: Well-organized and logical
- Concise: Relevant and necessary
- Complete: Includes everything you need
- Consistent: Don't mix styles or fonts
- Current: Up-to-date



Contact Information

- Full name
- Mailing Address: Permanent
- E-mail: Obtain email address that will not expire
- Phone number(s)



Sections on the CV

- ALWAYS
 - Education (always first on the CV)
 - Honors and Awards
 - Professional Experience (Employment)
 - Publications and Presentations
 - Extracurricular and Volunteer Experience
 - Interests
- OPTIONAL (as needed)
 - Objective
 - Certifications and Licensure
 - Professional Affiliations
 - Professional Activities
 - Research
 - Added Qualifications



Education

- Most current first (include your current educational work)
- Only include diploma distinctions
- Get the schools' names correct!
- Degrees/certifications are what's important – not the time spent
- Thesis/Dissertation titles listed



Honors and Awards

- List with most recent first
- Honors/Award Title: Date(s) received
- Go back to undergrad but not before – only academic and/or professional
- Scholarships count
- No descriptions



Professional Experience

- Includes anything you were paid to do or was extensive, regular volunteer
- Only include those items relevant to academic
- List most recent first
- No descriptions
- If listing research, include the lab and director/principle investigator



Extracurricular and Volunteer Experience

- List with most recent first
- Do not describe
- This tends to be the longest list... But watch it!
- It's better to have long-term items or very relevant items and a shorter list than everything listed
- Student organizations go here



Professional

- Affiliations
 - Only those current
 - Alphabetical listing
 - Include all dates of affiliation
 - Note any positions
- Activities
 - Past and present
 - Most current first
 - Only those very specific to academic/research career
 - Should be school or university sponsored committees
 - Include role



Research Experience

- List with most current first
- Make sure you fall under someone, unless it truly was your lab ownership
- If you gained grant funds, include
- You may briefly describe here (only place on CV)



Publications and Presentations

- Two views on which way to list first (most recent or in order of publication, generally in order of publication so you just add on)
- Always bold your name in authorship
- You may include submitted and/or pending publications and/or presentations
- Presentations may be small or large, but should be pertinent enough to talk about
- Make sure you have copies of your publications and/or presentations for life of your CV



Interests and Added Qualifications

- Interests are hobbies
- List 4 of them
 - Creativity counts/ Be specific
 - Make sure they are real
 - Make sure they reflect you
 - Get something active
 - Get something group
- Added Qualifications should be verifiable
 - Include language fluency (and level- “fluent,” “conversational,”)
 - Cultural knowledge may be included, especially if you’ve had hands-on experience or training
 - Anything special



Good Luck!

Created by Dr. Barbara K. Ige, February 2007