## The Ultimate Guide to Writing a Curriculum Vitae (Example Included!)

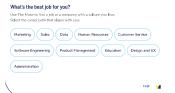
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ly known as a CV) is the essential document that opens doors not just for jobs, but for fellowships, grant applications, and mor





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- . What Else Do I Need to Know About Formatting a Curriculum Vitae?

### What Is a Curriculum Vitae?

With a CV, on the other hand, you don't take off and add details as you so alone. You always include everything in a curriculum vitae: for folks later in their carvers, that can add up to over 10 pages.

In the U.S., a curriculum vitue is primarily used in fields where research, publications, and presentations are of great importance—for example, academia. But take note: Outside the U.S., the term CV refers to sor you're job hunting, as it can vary widely.)



Read more: CV Vs. Resume—Here Are the Differences

# Who Really Needs a Curriculum Vitae?

Hore's a list of fields where you might need a CV:

- Medicine: If you're a physician, then you also need a curriculum vitae. Even if you're early in your career or not actively researching, CV is still the preferred term indicad.
- Research Outside of Academia: If you have a PhD or master's degree and do research, but outside of academia, you're still likely to need a CV and should keep one up-to-date. In this situation, listing all of your research in one place is likely to add to your value as a potential hire, especially if the person reading your application is a fellow research.

If you are not in academia or medicine, your career is mostly judged by your performance on the job, and you're not expected to publish or present research at conferences, then you probably need a resume. (Quick rule of thumb: If you don't have the information for a curriculum vitae, then it's not for you, Goodfellow says.)

# How Do I Write a CV?

- . Contact Information: This section will be similar to what you'd include on a resume and include your name, address, phone number, and email address.
- Education: For each school you attended, include the name, location, what degree you received, and the dates you were there. If you don't have a separate restinformation in each section goes first.)
- Teaching Experiency/Work Experience/Research Experience: This could be three squares excitons, or you could desire to combine them release or ear one or one or mere off, that is you would on a resume, you should describe your part and cereant work, research, and teaching experience with <u>rames</u>, and <u>learned</u> to the large and the part of the part of
- Conference Presentations: Include the tibe of your presentation, what event it was given at, where the event was, and whether it was an oral or poster presentation. When it comes to describing the conference itself, take into account who will be reading your CV. If it's an expert in your field, you don't need to describe a major conference to them because they already know. Ho vitue is going to be read by a recruiter or hiring manager first, you might want to consider giving a bit of description to the conference itself. This is also true if you're looking to with fields.
- . Conference Attendance: This includes conferences where you attended but did not present and serves to show potential employers what you've doing to stay up-to-date in your field outside of your own re
- Grants or Funding: Make sure you include the name of the grant and the period it was awarded for.
- Publications: If you're in academia, you're familiar with the adage "publish or perish," and your CV is where you can show how good you are at staying alive. For this section list out any of your publications the same way that you would cite them, regardless of what number author you were. Underline or bold your name so it stands out as part of the list of authors
- Community Outreach (optional): List dates and describe what you did in the same way you would describe a past job on a resume
- Key (or Research) Skills (optional): This is another section where you can think about the ATS. It a job description is looking for a certain set of skills, and you have them, but it's not immediately clear from the rest of your CV, a skills section can help you get past the ATS and on your way to your next job
- Language Skills (optional): If you speak a number of languages or a language that is especially useful in your field (for example, a doctor who speaks fluent Spanish in the U.S.), you might want to add a language skills section
- References (personal choice): A Google search may leave you questioning whether or not you should include a references section on a curriculum vitne. Googlellow notes that once upon a time, references were abegin included, and that's why you other see the section on CV examples or in advice on how to write a curriculum vitne. However, the practice is falling out of favor. You probably won't be dinged either way—unless you failed to follow explicit instructions about references in the job listing. If you dwn't include a references section, he save to have your list of references for matted, up-to-date, and ready to send off. (But no need to say "references available upon request"—it's just a waste of space.)

Not all of the sections listed above are mandatory, nor are all of the possible sections for a CV on the list. Some of them, like Research and Work Experience, or Honors and Grants, may work better if combined for some people

far as section order, you have some flexibility. Contact information doubld of course go at the top, but after that it's whatever has the most value. When you're a student or just out of school, your education should come first. But as your career progresses, a major award or tenure-truck teaching position might move into that slot. You want to make sure the most important information about the most important information to be interest in you as a candidate before they get to page two.

# What Else Do I Need to Know About Formatting a Curriculum Vitae?

## An Example Curriculum Vitae

#### Download a sample curriculum vitae

Think of your CV as a fluid document "Poorle don't often craft a resume until thee're looking for their next ich." Goodfollow roints out. In contract, you should be undering your entrieshow vite constantly she say

Whenever you publish, present, or attend a conference, make a habit of immediately logging it on your CV. It may seem like a pain, but you'll be glad you did it when it comes time to look for your next position. You won't have to search your memory trying to recall the exact months and years everything happened—saving you a lot of headaches in the long re



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