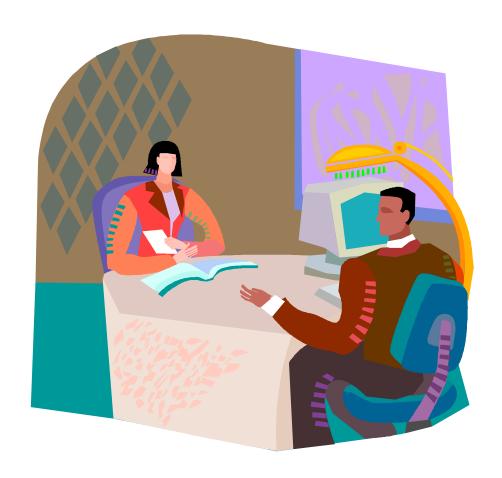
## THE CAREER CENTER LOYOLA UNIVERSITY MARYLAND



# DEVELOPING A CURRICULUM VITAE

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#### **CURRICULUM VITAE BASICS**

#### What is a Curriculum Vitae?

- A detailed biographical description of one's education and work background.
- Differs from a resume in length and detail. Compared to a resume which is normally 1 -2 pages in length, a Curriculum Vitae normally contains 3 or more pages. In addition, a Curriculum Vitae usually contains more sections than a resume.
- Includes detailed information regarding one's academic coursework, professional experience, publications, etc.
- Latin for "the course of one's life or career."

#### When to use a Curriculum Vitae?

- Applying for a job in higher education.
- Applying to graduate/professional schools.
- Providing a summary of qualifications to your references and contacts.
- Seeking employment in areas such as research, teaching and management.

#### Basic Tips and Guidelines for the Curriculum Vitae

- Use a laser printer.
- Use good quality white or off-white resume paper, 8 ½" x 11".
- Easy to read, brief, and concise while maintaining a consistent format.
- Have your Curriculum Vitae carefully proofread for errors do not rely solely on spell check.
- Limit use of abbreviations.
- Avoid the use of personal pronouns such as "I" or "my".
- Highlight major points in bold, italics, underlines or by capitalizing.
- Highlight and expand upon experiences that are related to your career or academic objective.
- List education and work experiences in reverse chronological order.
- Be specific when describing duties use action verbs and consider quantifying achievements (focus on accomplishments and results rather than routine job descriptions: for example, list the number of people supervised or amount of budget handled).

#### TYPES OF SECTIONS IN A CURRICULUM VITAE

Objective (Professional/Career/Research)

Honors

Thesis/Dissertation Abstract

Teaching Interests/Experience

**Publications** Work Experience

Background Info

**Interests** 

Foreign Language

Education Achievement Research Interests Instrumentation Experience

Presentations **Professional Associations** Community Service

Travel

Certifications

Coursework **Awards** 

Research/Laboratory Experience

Specialized Skills Works-in-Progress Scientific Societies

Co-curricular Activities References/Recommendation Letters

Leadership

These sections are not finite and should be tailored to fit your needs. Feel free to create new sections or adapt the ones above to your needs.

Aside from the Identification section and Objective section which should come at the beginning of your Curriculum Vitae, you should order your sections according to their relevancy and ability to make you stand out in relation to the professional or academic opportunity you are pursuing.

#### > IDENTIFICATION

Name: Capitalized, centered at top of page

Address: Permanent address

Telephone: Home and/or cell, be sure to have a professional voicemail

Personal email account Fmail:

#### ➢ OBJECTIVE

Explain your career or academic objective along with the reason your submitting your CV in a clear and concise statement. The following items may be included:

Career Goals:

**Tenured Professor** Independent Researcher

Research Goals:

Psychological testing

The effects of group therapy with at-risk youth

Academic Goals:

Admission into a graduate program

#### **EDUCATION**

• The Education section provides an overview of your degrees, and coursework. An educational objective can also be included to highlight any future academic goals or aspirations. Don't forget to highlight academic achievements, awards, or honors like a high grade point average.

- Specific items to include are:
  - Graduation dates
  - Degrees
  - Diplomas
  - Certificates
  - Names of universities, colleges, professional schools, or other institutions you have attended
  - Your majors and minors
  - Grad point average
- Coursework: Do not include course numbers or abbreviations. In addition, feel free to categorize or label course work into groups.

#### Study Abroad:

International experiences should be consistent (same format in education section) with your other education experiences. Include university name, location, dates, and concentration. You can include a bullet with unique opportunities or coursework completed (i.e. staying with a native family).

#### Degree(s)/Major(s):

Include "Bachelor/Master of Arts, Science, Business Administration..." and your specialization or concentration as well as any minors. If you are still in school you may say "Candidate for Bachelor of Arts in..., date" or "Bachelor of Arts in..., expected date".

If you are a business major, include the name of the school and accreditation (AACSB stands for the Association to Advance Collegiate Schools of Business).

#### • GPA:

Include your GPA if it is 3.0 or above. Be sure to clarify the GPA that you are listing (Overall, Major). If you decide to list your Major GPA, consult your college handbook for assistance on this calculation. Depending on your purposes for creating a Curriculum Vitae and the amount if time you have been out of school you may choose not to include your GPA at all or to only include the GPA from the last institution you attended.

#### Honors and Awards:

Awards, scholarships, Dean's list, and other academic honors may be listed.

Include dates.

#### Academic Organizations:

Clubs or organizations such as the Financial Marketing Association, Psi Chi, etc...may be listed. Include dates.

#### EXPERIENCE

Include your entire work history with professional experience, summer jobs, part-time employment, volunteer or service experiences and campus positions.

#### • What types of experiences to include?

Paid, unpaid, internships, extracurricular activities, volunteer, leadership, and research work are all appropriate.

#### Reverse chronological order

List your most recent experiences first.

#### • Relevant and additional experience

It may be beneficial to categorize your experiences into those which are relevant to the position you are seeking and those which are additional.

#### Important information to include

Select a consistent format for your experience section including the name and location of the organization, dates of employment, and title. You may choose to make the company name or title stand out using bold, italics, underline or caps. Remember, be consistent.

#### Describing duties and accomplishments

Use strong action verbs such as "edited", "collaborated", "researched", etc... Try and be specific when describing your responsibilities and quantifiable results and accomplishments wherever possible. Make sure to use the correct verb tense (present tense for current positions and past tense for previous positions). Avoid using "Responsible for..." and "Responsibilities include..."

#### Be concise

Use phrases and clauses rather than complete sentences.

#### Highlight Accomplishments

Don't just list your job responsibilities and duties, include your accomplishments too! For example, "Proposed and tracked \$500,000 annual departmental budget. Only division to meet deadlines and operate within budget during the past three years."

#### HONORS/ACHIEVEMENTS/AWARDS

List all honors and achievements in regards to your professional experience, community involvement, athletics, memberships and/or academic organizations.

• Do not include high school experiences, unless they have a significant bearing on your experience. If you are unsure, contact The Career Center to speak with a Career Advisor at (410) 617-2232.

#### > THESIS/DISSERTATION ABSTRACT

Provide a summary of your thesis or dissertation in a brief abstract. Include the full title, and date or term of completion. Use the appropriate style preferred by your field (i.e. APA, MLA, Chicago, etc.).

#### RESEARCH INTERESTS/PROJECTS/LABORATORY EXPERIENCE

Explain or list your research interest or experience. Be sure to relate your interests to the job or program that you are applying.

#### Projects

List the name of the project, information regarding publication and supervisors or professors.

#### > TEACHING INTERESTS/EXPERIENCE

Describe documented teaching experience. Feel free to include tutoring experience as well.

#### PUBLICATIONS/PRESENTATIONS/WORKS-IN-PROGRESS

List any publications that you have authored or co-authored along with bibliographic descriptions. Include presentations that have been delivered at conferences, societies, etc. Only include unpublished works that are being considered for publication.

#### ACTIVITIES/MEMBERSHIPS

You can separate your activities from your education and/or work experience sections. You can also combine or separate your activities and memberships sections depending on how many items you have to include. Consider including dates and locations when appropriate. You may include the following:

- Extracurricular Activities
- Leadership Positions
- Service Activities
- Associations/Memberships

#### > SKILLS

Include specific skills that are necessary to the position or distinguish you from other candidates. Possible skills include:

- Computer applications (Microsoft Word, PowerPoint, etc...)
- Programming languages
- Foreign languages (conversational, fluent, etc...)
- Laboratory skills
- Certifications
- Instrumentation (this can also be a separate section)

#### INTERESTS

Listing three to five interests or hobbies is generally a good idea. Employers and Admissions Officers may use them as an icebreaker during an interview.

#### > TRAVEL

Extensive travel experience, other than study abroad programs, can be listed on your CV if they relate to your objectives or were academic or professional in nature. Include city, states or countries in alphabetical order.

#### REFERENCES

The phrase "References available upon request" is optional. Create a list of three to five references-faculty members, former employers, and professionals in the field you wish to enter may be used. Be sure to ask permission to use their name and provide them with a copy of your Curriculum Vitae. References should be on a separate sheet of paper and include:

- Name of Reference
- Title
- Company
- Address
- Phone
- . Email

### **Levels of Proficiency**

Accurate (in)	Adept (in, at)	Advanced (knowledge of)	
Alert (in)	Competent	Concise	
Conversant (in)	Detailed (knowledge of)	Effective (in)	
Empathy	Exceptional	Exemplary	
Expert (in, at)	Extraordinary	Fluent (in)	
Function (well)	Gifted	Good (at)	
Great	High (degree of)	Intermediate (knowledge of)	
Judicious	Keen (sense of)	Master	
Perception (of)	Perceptive	Practical (experience in)	
Proficient	Relentless (in pursuit of)	Rudimentary	
Sensitive (to)	Skilled (at, in)	Sophisticated (understanding of)	
Strong (sense of)	Successful (in, at)	Uncommon	
Understanding (of)	Unusual		

Adapted from Boston College Career Center homepage