Curriculum Vitae

Tips and Samples

**THE BASICS**

The curriculum vitae, also known as a CV or vita, is a comprehensive statement of your educational background, teaching, and research experience. It is the standard representation of credentials within academia.

The full CV is only used when applying for academic positions in four-year institutions.

Do not use a CV when applying to community colleges—use a teacher-focusedrésumé instead.

Tailor your CV to the specific positions to which you are applying and place more relevant sections earlier in the document.

–For a position at a teaching-focused liberal arts college, the CV will strongly emphasize teaching.

–For a position at a research-intensive university, the CV will accentuate research.

Format can vary by field, so also seek disciplinary-specific advice from advisers,professors, and others within your field.

There are no length restrictions for CVs.

**FORMATTING**

Your CV must be well organized and easy to read.

Choose an effective format and be consistent.

Use bolds, italics, underlines, and capitalization to draw attention.

List all relevant items in reverse chronological order in each section.

Strategically place the most important information near the top and/or left side of thepage.

–In general, place the name of the position, title, award, or institution on the left side of the page and associated dates on the right.

Use a footer with page numbers and your last name, in case pages get separated.

**DESCRIBE YOUR EXPERIENCES**

Articulate what you have done and take advantage of the opportunity to describe your research and teaching experiences—do more than simply list them.

Avoid the bland phrase “responsibilities included.” This can sound like a dull job description. Instead, use bullets to describe your activities, accomplishments, andsuccesses.

**SECTIONS TO INCLUDE**

**The Basic Sections**

**Heading:** Name, email address, mailing address (only one), and phone number

**Education:** List academic degrees, with in progress or most recently earned first.

Name of institution, city and state, degree type and major, month and year degree was (will be) awarded

Thesis title and advisor, if applicable

**Relevant Experience:** List positions that show off your skills and expertise. You can group experiences into relevant categories to enhance your CV (e.g. Research, Teaching, and Administration). For each position, include: Title, organization name, city and state, dates position was held.

Bullet points that summarize your activities/duties, accomplishments, and successes. Use action verbs.

**Publications**: Give bibliographic citations for articles, pamphlets, chapters in books, research reports, or any other publications that you have authored or co-authored. Use the format appropriate to your particular academic discipline for a clean look.

**Presentations (Oral and Poster)**: Give titles of professional presentations, name of conference or event, dates and location, and, if appropriate in your discipline, also include a brief description. Use the format appropriate to your particular academic discipline for a consistent and clean look.

**Honors and Awards**: Receipt of competitive scholarships, fellowships, and assistantships; names of scholastic honors; teaching or research awards.

**References:** Three to five are appropriate. If you are responding to an advertisement that asks for references, include those requested on a separate addendum sheet.

**Optional Sections**

**Qualifications or Skills:** A summary of particular or relevant strengths or skills which you want to highlight. Typically, this is not included as a separate section, but addressed in other sections. Occasionally, it may be appropriate to list special computing or language skills.

**Grants Received**: Include name of grant, name of granting agency, date received, and title or purpose of research project.

**Institutional Service**: List institutional committees you have served on, including offices held, student groups you have supervised, or special academic projects you have assisted with.

**Certifications**: List all relevant certifications and the year received.

**Professional Associations**: Memberships in national, regional, state, and local professional organizations. Also, list significant appointments to positions or committees in these associations. Student memberships in professional associations are appropriate.

**Recent/Current Research:** Description of research projects recently conducted or in progress. Include the type of research and a brief description of the purpose.

**Community Involvement:** Appropriate and relevant volunteer work, church work, community service organizations, etc.

**Educational Travel:** Names of countries, dates, purpose.