

# CV (Curriculum Vitae)

## CV Versus Resume

A *Curriculum Vitae* (literally “the course of one’s life”) is used primarily when seeking positions in academia, including graduate programs (MA, PhD, JD), TA - ships, internships, instructorships, and professorships. A CV offers a comprehensive overview of those accomplishments that are relevant to teaching and research positions, as well as to fellowship, internship and grant applications. While a resume is usually limited to a page in length, the CV of a graduate student may be three or more pages long, and that of a tenured faculty member as many as twenty. Content, however, rather than length is the real distinguishing factor.

## General Guidelines

- Enlarge or bold name on first page
  - May include “*curriculum vitae*” on first page beneath name
- Include name and page number starting on second page
- Avoid stating a career objective
- Do not use bullets
- Do not include GPA or other test scores
- Be consistent with capitals, bolds, formats, etc.
- Use reverse chronological order for dates within each section
- Focus on being concise
  - No lengthy narrative or explanation
    - Use incomplete sentences if necessary: Planned course activities. Graded all assignments. Held regular conferences with students.
    - Save narrative for cover letter, research or teaching statement

## Categories

Categories should be chosen and arranged in order of their relevance to the position for which you are applying. Typically, CVs begin with the categories of Education or Academic Employment. Within each category details should be listed in reverse chronological order.

### Education

- Degrees and Dates: list the degree, the date received or expected, and the institution
  - Include honors only if listed on your transcript
- Thesis or Dissertation: give the title of project and the name of your Chair or Director
- Comprehensive Exams: list titles and provide the status (proposed, scheduled, passed)
- Professional License/Certification: include certifications such as TESOL, CAD, or other relevant licenses

### Academic Employment or Academic Appointments

- Include TA - ships, internships, or other positions held at your academic institution
- Provide title, institution, and dates

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## Teaching and Research (Areas of Interest)

- Provide a topical list of subjects you can or would like to teach
- Provide a topical list of subjects you are or would like to research
- The goal in this section is to demonstrate both a focus and a breadth of knowledge
  - Discipline-specific language is appropriate in this section

## Professional Employment

Include relevant jobs outside of academia

Jobs should demonstrate qualities related to the position for which you are applying

## Publications or Scholarship

Include Reviews, Books, and Articles you have published

Include In-House publications, such as handouts, worksheets, or rubrics

Indicate publications that are Under Consideration at a journal or publishing house

Indicate Drafts in Progress, but only if you are actually drafting a text

## Conference Presentations

- Include presentations at local, regional, and national conferences
  - Distinguish presenter, keynote, and poster presentations
  - You can include status as well: proposed or accepted
- Include presentations done In-House, such as workshops or colloquia

## Courses Taught or Teaching Experience

- If you are just finishing your degree, list all courses
  - Include course name and number
  - Include the course title, or your own title
  - Indicate total number of sections taught
- If you have a lot of teaching experience, consider putting it into categories
  - You can divide courses by institution, level, or subject matter

## Administration

- Consider including this category if you are applying for a position that includes administrative work (dept chair, committee member, program director)
- Include positions in which you supervised others or managed budgets

## Leadership

- If you are just finishing your degree, you can include student organizations, department clubs, or other areas where you have demonstrated leadership qualities
- Distinguish Elected or Appointed positions from other committees where you are simply a Member

## University Service

- This category can include items such as committee memberships, presentations to departments, and workshops conducted

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## Volunteer Activities or Community Advocacy

- While service to the community is valuable, include this category only if your service is related to your teaching/research or to the position for which you are applying.

## Grants

- Identify grants you have Written, Administered, or Received
  - Include the title, the duration, the institution, and the dollar amount
- This category includes grants for or by your academic institution or your place of employment.
- Do not include grant money that you personally received, such as Scholarships or Fellowships

## Professional Development (Workshops/Training)

- Include any activities that you have Conducted or Administered
- Include relevant trainings, in-services, and workshops that you have Attended/ Received

## Technical Skills

- Do not include MS Word or MS Office products
- Do include specialized training such as website development, statistical programs/training, programming languages, or languages in which you are fluent

## Honors or Awards or Fellowships

- Provide the title of the award and the source
- If the Award or Fellowship involved research, publishing, etc, consider mentioning this in your cover letter or personal statement

## Professional Memberships

- Identify organizations related to your field in which you hold a membership
  - Demonstrates your involvement in your field

## References

- Include names, titles, and contact info for your references, including phone and email
  - Be sure to ask your references if you can use them
  - Tell your references about the position you are applying for

## Dossier Available Upon Request

- Consider including this heading at the end of your CV
- A Dossier references a collection of other documents related to your application that can be made available for review
- Your Dossier may include the following items: writing sample, course evaluations/observations, course designs/syllabi, letters of recommendation, teaching philosophy, sample graded papers, or other documents appropriate to your field of study

Adapted from “Creating a Curriculum Vitae (CV),” University of California, Davis by Aaron Kruse.