

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-focused résumé 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 the page.
 - 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, and successes.

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.