Curriculum Vitae (CV)

The CV is a comprehensive document. It not only describes your work and volunteer experiences, but it goes into thoughtful detail about your education, achievements, awards, honors, and publications. The CV is primarily directed to academic information. Unlike a resume, which is rarely longer than a single sided page, the CV can be two, six, or 12 single sided pages. The number of pages in your CV is dependent upon your professional achievements. Information provided below details an Academic and Work-Related CV.

Here is what content to include to a CV

Sections for an Academic CV

Heading
1. Name and contact information

Education
1. Education always comes first on your CV (Degrees/Certifications *received* are what is important)
2. Most recent to least recent
3. Degree and distinctions (summa cum laude, etc.)
4. No Mistakes with Schools' names
5. Dissertation Title or Topic

Fellowships/Awards/Honors
1. Start list with most recent first
2. Honors/Award Title; Date(s) received
3. Only academic and/or professional
4. Scholarship's count--no description
5. Grants awarded

Research Experience
1. List with most current first
2. Make sure you fall under someone, unless it truly was your own research
3. If you gained grant funds, include
4. You may briefly describe your research in this section

Teaching Experience
1. Teacher assistant
2. Tutoring

Other Professional Experience, e.g., Industry Experience, Government Experience
1. Student chapters
2. Volunteer experience

Presentations
1. Class projects, practicums, or other experiences

Publications
1. Remember to bold your name in authorship

Additional CV Headings to Tailor Your CV
1. Skills – may include subcategories such as Computer, Languages, Lab Instrumentation
2. Professional Associations
3. Leadership & Activities – or University Service
4. Research Interests
5. Areas of Expertise
6. Prepared to Teach
7. References

General features
1. Times New Roman, 12-point font size used throughout (May vary size some)
2. Regular white paper 24 lbs. Weight
3. 2-4 pages for a beginning graduate
4. 5+ pages for a more experienced graduate

Required Formatting
1. No Underlining or Graphics/Pictures
2. Single sided only
3. Margins 1" all around
4. Number all pages
5. Full name on every page

Sections for a "Work" Related CV

Heading
1. Name and contact information

Education
1. Education always comes first on your CV (Degrees/Certifications received are what is important)
2. Most recent to least recent
3. Degree and distinctions (summa cum laude, etc.)
4. No Mistakes with Schools' names

Honors and Awards
1. Start list with most recent first
2. Honors/Award Title; Date(s) received
3. Only academic and/or professional
4. Scholarship's count--no description
5. Grants awarded

Professional Experience (Employment)
1. Start list with most recent first
2. Anything that you were paid to do or extensive, regular volunteer work
3. Ideally you should only include those items relevant to academics
4. Limited description
5. If listing research includes the lab and director/principal investigator

Extracurricular and Volunteer Experience
1. Most recent first

2. Do not describe
3. This tends to be your longest list. Do not go too long
4. It's better to have long-term items or very relevant items and a short list than a long list of short-term items or irrelevant items
5. Student organizations that you belong to go here

Professional Associations
1. Alphabetical listing
2. Include all dates of affiliation
3. Note any positions or activities most recent first. They should be very specific to academic/research/career
4. School or University sponsored committees--note role

Research Experience
1. List with most current first
2. Make sure you fall under someone, unless it truly was your own research
3. If you gained grant funds, include
4. You may briefly describe your research in this section

Publications and Presentations
1. List most recent first
2. Always bold your name in authorship
3. You may include submitted and/or pending publications and/or presentations
4. Presentations may be small or large, but should be pertinent enough to talk about
5. Make sure you have copies of your publications and/or presentations

Interests and Added Qualifications
1. Interests or hobbies. List 4 of them. Remember: creativity counts, be specific, make sure they are real - and reflect you. Include something active, and group related
2. Added Qualifications should be verifiable. Include language fluency level- "fluent" or "conversational"
3. Cultural knowledge may be included, especially if you've had hands-on experience or training

Additional Information for your CV

Gapping
1. Gapping is the use of incomplete sentences in order to present your information as clearly and concisely as possible. For example, instead of writing, "I taught composition for four years, during which time I planned classes and activities, graded papers, and constructed exams. I also met with students regularly for conferences," you might write, "Composition Instructor (2000-2004). Planned course activities. Graded all assignments. Held regular conferences with students." By using incomplete sentences here, you cut out unnecessary words and allow your reader to see quickly what you have been doing.

Bullets
1. One distinction between the work description sections of resumes and CVs is that bullets are very commonly used in resumes and tend to appear somewhat less frequently in CVs. Whether or not you use bullets to separate lines in your CV should depend on how the bullets will affect the appearance of your CV. If you have several descriptive statements about your work that all run to about a line in length, bullets can be a good way of separating them. If, however, you have

a lot of very short phrases, breaking them up into bulleted lists can leave a lot of white space that could be used more efficiently. Remember that the principles guiding any decision you make should be conciseness and ease of readability.

References

1. Have at least 3+ professional / academic references. These should be listed on a separate page, not on your CV.

Required Format

1. CV's do not have a required format that everyone needs to follow in order to be successful. The information found on this sheet is the only required information for your CV. To find a CV format, go online and look at formats until you find one that you like. Another resource for formats is to ask your professors for tips and information about their CVs.

Sources Used for this Document

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