

HOW TO WRITE A CURRICULUM VITAE (CV)

What is a Curriculum Vitae/CV?

A **curriculum vitae** or **CV** is similar to a resume in that it provides an overview of your professional and educational experience. The difference between the two primarily lies in content and purpose. A CV is typically developed for application for teaching or research positions in a university or research setting. A resume is prepared for employers outside the academic environment.

Elements of a CV

CONTACT INFORMATION

Include your name, address, complete telephone number, and e-mail address. Some people include both personal and department addresses to emphasize their current academic affiliation. Make sure you put your last name and page numbers on all but the first page. Do not include any explicit reference to your age, marital status, race, gender identity, or ethnicity.

EDUCATION

List all institutions, degrees, and graduation dates in reverse chronological order. If you attended an institution but did not earn a degree, you do not need to list it on your C.V. unless the training you received was vital to your career—language courses taken abroad, for instance. Some postdoctoral researchers include their postdoctoral training here, others include it under their research section; follow the norm in your field.

DISSERTATION/DISSERTATION ABSTRACT

This category is recommended only for those who are currently enrolled in a Ph.D. program. For those who have completed the Ph.D., you can simply list the title of your dissertation, as well as the name of your chair/advisor and/or committee members, beneath the information on your doctoral degree in the previous category. Some fields require a longer description (about a paragraph) of the dissertation on your C.V, generally under a separate section entitled “Dissertation Abstract,” while other fields expect dissertation research to be listed under “Research Experience.” Follow the norm in your field.

AWARDS, FELLOWSHIPS, HONORS, GRANTS

List all relevant academic distinctions, teaching awards, fellowships, honors, or grants you have received since you entered graduate school in reverse chronological order. This information may be combined if there are only a few citations, or broken out into separate categories (e.g. “Grants”) if there are several. Include the name of the department and institution bestowing the honor. Include undergraduate honors and fellowships if they are relevant to your field or indicate exceptional academic achievement (e.g., summa cum laude, Phi Beta Kappa, etc.).

RESEARCH EXPERIENCE

Most often used in some of the sciences and social sciences, this category can include postdoctoral, dissertation/graduate work, and possibly undergraduate and internship research. Typically, you describe your project(s) (including any techniques you mastered) and list the affiliated lab and/or professor, although some fields prefer not to see any descriptive information after your position titles. Follow the norm in your field.

PUBLICATIONS

Include bibliographic citations of articles, research reports and book reviews that you have published. If applicable, poems, musical recitals or art exhibits may be included in this section.

Depending upon your field, as you gain experience, you will further separate these items into different categories, such as “book reviews,” “articles in refereed journals,” “books,” etc. Use the form of citation appropriate to your field. In order to list something as “forthcoming” in this section, you should have a reasonably firm sense of when the publication will appear in print.

PRESENTATIONS, ABSTRACTS

List all papers/talks you have given, or will deliver, along with the names, dates, and locations of the conferences or meetings where you presented that work. If you are a postdoctoral researcher with numerous publications, you may choose to list only invited talks or selected abstracts. If you presented your work at a university colloquium or workshop, you may also list the talk here if it was a substantial piece of work or something directly relevant to your dissertation work or research agenda.

WORK SUBMITTED, WORK IN PROGRESS

In some fields, it is fairly standard practice for scholars to add sections entitled “Work Submitted” and “Work in Progress” to their C.V.s. Often these can be listed under a subheading in the publications section. If you have an article or book under review at a refereed journal or academic press, you should list it under the category “Work Submitted for Publication.” In this way, you can inform employers that you have enough confidence in your work to submit it for publication. If you are an experienced candidate, or want to change jobs, you will want to indicate the potential of publication on new projects by reporting your progress in a section entitled “Work in Progress.”

TEACHING EXPERIENCE

Include all full-time, part-time, and adjunct teaching experience. For each position, list your title, the dates of employment (or quarter and year), and the name (not just the number) of each course you taught. Include a brief description of your responsibilities. Since job titles vary from university to university, you need to tell the employer something about your level of involvement in the course design, preparation of materials, weekly instruction, and grading.

RESEARCH INTERESTS, TEACHING COMPETENCIES

In some fields, you list your current research interests and teaching competencies. These would be listed as separate categories. When listing your teaching competencies, be sure to list general categories, as well as specialized ones, so that employers know you are capable and willing to teach the undergraduate and general education requirements offered in their departments.

PROFESSIONAL TRAINING, RELATED WORK EXPERIENCE

List any special professional training you received in your department or through a professional organization in this section. Such training may include special courses on pedagogy or teaching techniques, professional seminars offered by a professional organization, or technical or computer training completed in addition to your regular coursework. If you have work experience that is relevant to your application, list and describe such experience in a separate category entitled “Related Work Experience.”

LANGUAGES

Where relevant, list the languages you have studied, as well as some indication of your level of expertise (e.g., “Reading knowledge of French and German” or “Fluent in Spanish; working knowledge of Italian”).

PROFESSIONAL AFFILIATIONS and SERVICE

List the major professional organizations to which you belong. If you have served actively in one or more of these organizations, you may wish to indicate the level of your involvement here as well.

ACADEMIC SERVICE, COMMUNITY OUTREACH

If you have served on any committees (such as graduate advisory or search committees in your department or any appointed or elected position in the university), list the experience here. You may also note in this category any talks you gave or meetings you arranged in your department about professional issues in your field. Demonstrating service will tell employers that you are a good citizen in your current department and institution. If you have volunteered your time in other ways related to your discipline within the community at large (e.g., judging a science fair, school and museum outreach, etc.), you can list such activities here as well.

REFERENCES

At the end of your C.V., list the names, titles, and academic affiliations of your references. List your references in order of importance (for instance, your dissertation director/advisor first, followed by other members of your committee or other advisors who know your work well). In some fields, it is customary to list the mailing and/or e-mail addresses and telephone numbers of your references; follow the standard in your field.

Final Tips

- Length:
2 to 4 pages for a new professional
4 to 7 pages for a person with more experience
10 pages maximum
- List dates on the right-hand side, more important information on the left.
- Omit reference to age, marital status, race, gender identity, or ethnicity.
- Do not include headings such as “Curriculum Vitae,” “Personal Information,” or “Name.”
- Use action verbs to begin every job description.
- Add a header with name and page number to each page after the first.
- Be sure to have a career counselor, an OITE staff member, and/or several faculty members, critique your CV when you have completed your draft.

Sample Category Headings

Education	Career Achievements	Articles/Monographs
Educational Background	Career Highlights	Reviews
Professional Studies	Research Overview	Book Reviews
Academic Background	Administrative Experience	Multimedia Materials
Academic Training	Consulting Experience	Selected Presentations
Degrees	Related Experiences	Research Awards
Dissertation	Academic Service	Research Grants
Comprehensive Areas	Advising	Funded Projects
Master's Project	Professional Service	Grants and Contracts
Thesis	Professional Development	Patents
	University Involvement	Exhibits/Exhibitions
Professional Competencies	Service	Arrangements/Scores
Course Highlights	Outreach	Performances
Educational Highlights	Leadership	Recitals
Proficiencies	Major Committees	Scholarships
Areas of Knowledge	Committee Leadership	Fellowships
Areas of Expertise	Departmental Leadership	Academic Awards
Areas of Concentration in	Professional Association	Honors
Graduate Study	Advisory Boards	Distinctions
Graduate Fieldwork	University Assignments	Activities and Distinctions
Graduate Practica	Advisory Committees	Honors and Awards
Specialized Training	National Boards	Professional Recognition
Internships	Conferences Attended	Prizes
Teaching Assistantships	Conference Participation	College Activities
Research Assistantships	Conference Presentations	Awards
	Conference Leadership	Affiliations
Teaching Interests	Workshop Presentations	Memberships
Academic Interests	Convention Addresses	Professional Memberships
Research Interests	Invited Addresses	Memberships in Scholarly
Educational Interests	Invited Lectures	Societies
Postdoctoral Experience	Lectures and Colloquia	Professional Organizations
Professional Interests	Scholarly Presentations	Honorary Societies
Professional Experience	Programs and Workshops	Professional Societies
Professional Overview	Professional Activities	Professional Certification
Professional Background	Presentations and	Certification
Academic Appointments	Publications	Licensure
Teaching Experience	Abstracts	Endorsements
Teaching Overview	Publications	Special Training
Experience Summary	Scholarly Publications	
Professional Summary	Scholarly Works	Foreign Study
Experience Highlights	Bibliography	Study Abroad
Related Professional	Books	Travel Abroad
Experience	Chapters	International Projects
Research Appointments	Editorial Boards	Languages
Research Experience	Professional Papers	Language Competencies
	Technical Papers	
Academic Accomplishments	Refereed Journal Articles	
Professional Achievements	Editorial Appointments	