

# Preparing a Curriculum Vitae (CV)

## What is a Curriculum Vitae (CV) and When Should it be Used?

### **CV's In the United States (Academic/Research CV's)**

In the United States, a Curriculum Vitae (CV) is a summary of your educational and academic background. It provides much more detail than a resume does and it should only be used when specifically requested. It is not the same as the standard U.S. resume. A CV (also known as Academic/Research CV) would be appropriate in the following instances:

- Graduate or professional school applications
- Positions in academia (teaching research and administration)
- Positions in research
- Independent consulting
- Proposals for fellowships or grants

### **CV's Internationally**

In other countries, the CV is the standard resume; however, the format often differs from the standard resume used in the United States. Because CV's differ so much from country to country, it is important that candidates research country-specific guidelines. There are many resources available online to research country-specific resumes. Some of these include:

- Going Global (can be accessed via the EagleHire Network)
- [www.jobera.com/job-resumes-cvs/international-resumes-cvs/international-cvs-resumes.htm](http://www.jobera.com/job-resumes-cvs/international-resumes-cvs/international-cvs-resumes.htm)
- <http://jobsearch.about.com/od/cvsamples/a/blsamplecv.htm>

## Academic/Research CV Tips

### **Length**

- Two to four pages for a new professional
- Four to seven pages for a person with more experience
- Ten pages maximum

### **Personal Information**

- Omit reference to marital status, children, health, spouse's work, religious affiliation, and date of birth

### **Formatting**

When including presentations and publications you must use cite your work using APA style format. The citation should include: Author(s), presentation/publication title, where it was presented or published, journal article pages, and date(s). Visit [www.psychwww.com/resource/APA%20Research%20Style%20Crib%20Sheet.htm](http://www.psychwww.com/resource/APA%20Research%20Style%20Crib%20Sheet.htm) and <http://citationmachine.net> for APA style recommendations.

### **Other Tips**

- 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
- You may organize headers in order of relevance to the position (for new professionals, your education should be listed towards the top, more experienced professionals can list their education further down and highlight their experience instead unless it is a requirement of the position (i.e. if a Masters Degree is required then you would list your education higher to highlight you meet that criteria)

## Possible Sections To Include In Your Academic/Research Curriculum Vitae

<b>Heading</b>	Name, address(es), and phone number(s), including area code(s), and email address (Do NOT include marital status, age, ethnicity, race, religion, place of birth or citizenship)
<b>Qualifications/ Skills</b>	A summary of particular or relevant strengths or skills which you want to highlight. Typically skills and qualifications are integrated into other sections of the CV already, but it may be appropriate to create a specific section to highlight computer or language skills. (Optional)
<b>Education</b>	Listing of academic degrees beginning with the degree in progress or most recently earned. Include: name of institution; city and state; degree type (Bachelor of Science, Master of Science, etc.) and area of concentration/minor; month and year degree was (will be) received, and GPA. Note: For graduate students, it is standard to list the thesis title and advisor name. "Relevant Coursework" may also be included.
<b>Relevant Experience</b>	Listing of positions (part-time, full-time, volunteer, temporary and permanent) related to the work sought. Include: department, firm, agency, or organization; complete name; city and state; job/position title; and dates. Also include a brief description of your activities/duties, using strong action verbs. This section can be broken down into subcategories of related experience such as Research Positions, Teaching Experience, etc. List these in reverse chronological order.
<b>Other Experience</b>	Groupings of other experiences (including volunteer work and/or internships) can enhance your CV. Your experience can also be broken into other categories such as: Counseling, Administration, Volunteer, Community, Internship, etc. Entries within each section should be in reverse chronological order.
<b>Publications</b>	Give bibliographic citations (using the format appropriate to your particular academic discipline) for articles, pamphlets, chapters in books, research reports, or any other publications that you have authored or co-authored. In fine arts areas, this can include descriptions of recitals and art exhibits.
<b>Research</b>	If not already listed in the Relevant Experience, include description of research projects recently conducted or in progress. Include the type of research and a brief description of the purpose.
<b>Teaching</b>	If not already listed in the Relevant Experience, then list the names of courses you have taught, institution and dates where taught, and brief course descriptions.
<b>Grants</b>	Include name of grant, name of granting agency, date received, title or purpose of research project, etc.
<b>Presentations</b>	Give titles of professional presentations (using the format appropriate to your particular academic discipline), name of conference or event, dates and location, and, if appropriate in your discipline, a brief description. Presentations should be listed in reverse chronological order.
<b>Certifications</b>	List all relevant certifications and the year received.
<b>Honors/ Awards</b>	Receipt of competitive scholarships, fellowships, and assistantships; names of scholastic honors; teaching or research awards.
<b>Professional Associations</b>	Memberships in national, regional, state, local and student professional organizations should be listed. Also list significant appointments to positions or committees in these associations.
<b>Institutional Service</b>	List institutional committees you have served on, including offices held, student groups you have supervised, or special academic projects for which you have assisted.
<b>Involvement</b>	Appropriate and relevant volunteer work, church work, community service organizations, etc.
<b>Educational Travel</b>	Names of countries, dates, purpose (typically, only include if relevant to the position/grant for which you are applying).
<b>References</b>	Optional to end vita with references, especially if the position posting requested them.