



Curriculum Vitae Guide

Formating Checklist

- ✓ **No Mistakes!**
Your CV implicitly shows your writing skills and attention to detail in addition to the skills and experience listed on it, so proofread constantly
- ✓ **Use** standard serif font (i.e. Times or Garamond) or sans serif font (i.e. Calibri or Helvetica)
- ✓ **Be consistent** in organization, formatting, and style throughout the document
Include your name and a page number on every page
- ✓ **Know the audience and position** you're applying for: put the sections with the most relevant and compelling information
- ✓ **Ensure** that all entries within each section are in reverse chronological order (most recent to oldest)
- ✓ **Break up or cut down** long sentences and split long lists into subcategories
- ✓ **Highlight** results and accomplishments, not just tasks
- ✓ **Avoid** the use of jargon, acronyms, and abbreviations
- ✓ **Save in PDF format** and include your name and date of revision in the document title (i.e. "J.CohenVlta2015.pdf" or "CV_BSlug_2014")

What is a CV?

- A Curriculum Vitae (CV) is the standard document in the US for presenting your qualifications for academic employment.
- A CV provides a comprehensive overview of your academic achievements and professional accomplishments.
- A professional CV is not subject to the brevity and page requirement of resumes and are, in most cases, several pages long.
- Other than research positions or corporate "partnerships" with institutions of higher education, CVs are generally inappropriate for most jobs in the public and private sector in the US.
- Unless a CV is specifically requested, assume all academic positions at four-year universities (and some community colleges) require CVs and all other positions require resumes

*Note:

- *CV in the US is NOT the same as a CV internationally!*
- Many different countries and international organizations require CV's rather than resumes when applying for positions.
- In addition, CV may contain personal information such as birth date, marital status, nationality, etc., as well as a personal photo.
- Consult Going Global, a service offered through the Career Center, to find out about country-specific application requirements and job search resources

When to use a CV?

- It is common to use when applying for:
- Academic and research positions
 - Grants, fellowships, and awards
 - Some graduate school programs
 - Overseas employment and international organizations*



Required Sections

- Name
- Email
- Phone number
- Mailing address
- Education
- References
- Links to portfolio and/or LinkedIn URL

Recommended Sections

- Works in progress
- Publications
- Dissertation or thesis
- Book reviews
- Conference presentations
- Teaching experience
- Study abroad
- Lab or other specialized skills
- Academic service
- Professional/special training
- Honors/Awards/Distinctions
- Community assignments
- Community involvement
- Certifications/Licenses/Credentials
- Research experience/ techniques/interest
- Memberships of professional affiliations
- Other professional experience (clinical, consulting, fieldwork, etc.)
- Additional activities
- Practica
- Patents
- Languages
- Presentations
- Internships
- Workshops/Panels
- Computer skill
- Summary/Profile
- Leadership
- Fellowships/Grants
- Service activities
- Volunteer work

Differences between a CV and a Resume

CV

- Academic, Research, Scientific, and International Employment
- Detailed Summary, lengthy
- Goal is to construct a scholarly identity
- Include References
- No page limit

Resume

- Industry employment in the US
- Brief synopsis
- Goal is to construct a professional identity
- Do not include references
- Maximum of 1-2 pages

Next steps...

- Meet with a career adviser who specializes in your field to start or refine your CV
- Attend *workshops* to learn about effective job search strategies or writing a strong cover letter
- Many jobs in academia and research are found through networking, so use our networking resources to expand your opportunities
- If considering international opportunities, check out Going Global with country-specific CV guides
- **More Guides from the Career Center:**
 References and Letters of Recommendation Guide