

Curriculum Vitae

Writing a Curriculum Vitae

A curriculum vitae, also called a vita or CV, is similar to a resumé and provides key information about your skills, education, and experience to a potential employer. A CV is typically used to apply for academic and research positions and for some graduate programs. It is longer than a resumé and displays academic credentials and accomplishments in greater detail. It is usually 2 pages long for college students but may be 7-8 pages or even longer for experienced professionals. As with a resumé, your CV should be well organized and easy to read.

Components of a Curriculum Vitae

Contact Information

Begin with identifying information including name, address, phone, and email.

Education

Beginning with your most recent degree, list the institutions you attended, your major area of study, and the graduation date. Remember to include special programs such as a concentration or study abroad. Your thesis or research title may be listed here or in another category such as Research Experience, Papers, or Publications.

List any awards or distinctions you received, including scholarships, Dean's List, or academic honors. Briefly describe any that are not self-explanatory.

Professional Experience

The next several categories will vary depending on your background, experience, and the position you are seeking. Possible category titles include:

- Professional Experience
- Teaching Experience
- Research Experience
- International Experience
- Consulting Experience
- Related Experience

Beginning with your most recent position, list the places where you have worked, your job title, the location of the organization, and the dates of your employment. Below these, give a brief description of the tasks, accomplishments, and key responsibilities of the position. Use phrases rather than complete sentences, beginning each with an action verb. Internships and volunteer work may be included in this section or can go under Additional Experience, Related Experience, or Community Service.

Publications/Papers

List papers and presentations that relate to your career goal.

Other Categories

A CV can include a variety of categories depending upon your specific background. Possible headings include:

- Teaching Interests
- Grants Received
- Licensure/Certification
- Community Service
- Special Training
- Skills: List language, computer, other technical, and/or science skills
- Research Interests
- Professional Memberships
- Travel Experience
- Relevant Coursework
- Leadership Experience

Summary of Skills (or Professional Expertise or Qualifications)

A short statement or bulleted list highlighting your strongest skills and areas of professional expertise, while optional, can be an effective way to target your CV, especially if you have a mix of experiences in your career history. This should come at the top of your CV right after your heading if you choose to include it.

What Not to Include: Do not include your height, weight, or any other personal characteristics; your age, marital status, racial or ethnic identity; political or religious affiliations; place of birth, or any other information not related to your qualifications for the position. Do not attach a photograph.