

# Career Development Center

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## CURRICULUM VITAE (CV) GUIDE

### WHAT IS A CV?

A curriculum vita - or CV - is a document very similar to a resume but more comprehensive, containing multiple pages, outlining your entire work and academic history. In Europe, the Middle East, Africa and Asia, employers expect a CV. In the U.S., a CV is used primarily when applying for positions in academia (faculty positions) or science fields (research-intensive positions), fellowships, grants or awards.

### GENERAL TIPS

- Use 10-12 point font size, with exception of name which can be larger
- Use same font throughout (Times New Roman, Verdana, Arial recommended)
- Use bolding, CAPS, *italics* to have words stand out, NO underlining
- Make sure document is printed single-sided
- Use one inch margins all around
- Include your full name and page number on each page starting with page two
- Do not use any graphics

### DIFFERENCES BETWEEN A CV & RESUME

#### Length:

*CV* - Two pages or more (as long as it needs to be)

*Resume* - typically one page, but can be two pages depending on experience

#### Content:

*CV* - includes area-specific listing of education, academic background, and experiences

*Resume* - all-inclusive summary of skills, experiences, and education

#### Purpose:

*CV* - detail background and qualifications

*Resume* - get a job/secure an interview

### YOUR CV SHOULD BE...

- **Clear:** Be sure to organize the content in your CV so that it makes sense to those reading it.
- **Concise:** Include those experiences that are relevant and necessary.
- **Complete:** Make sure to include everything you need; don't leave out important experiences.
- **Consistent:** Be consistent in the styles or fonts that you use so that your CV comes across as professional.
- **Current:** Make sure your CV is up-to-date. You never know when you may need to produce it.

## CATEGORIES TO INCLUDE IN A CV

### Contact Information:

- Full name, address, email, and phone number(s)

### Education (always first on a CV after contact information):

- Most current education listed first
- Institution, location, degree obtained, major, graduation month and year, GPA
- Thesis/Dissertation titles listed

### Honors and Awards:

- Includes scholarships, fellowships, honors, distinctions, professional recognition, prizes
- List most recent first
- Honors/Award Title, date received
- No descriptions

### Research (if applicable):

- List most current first
- Make sure you include advisor, person you were working under
- Include any grant funds that you received
- Briefly describe positions

### Experience:

- Can be divided into categories including Relevant Experience, Professional Experience, Teaching Experience, Other Experience, etc.
- List most recent first
- Includes anything you were paid to do
- Include job titles, organization, location, dates, description
- Description should be bulleted list

### Extracurricular and Volunteer Experience:

- List most recent first
- Do not describe
- Include student organizations
- This list can get long... it's better to have long-term items or very relevant items and a shorter list than everything listed

### **Publications and Presentations:**

- Publications include abstracts, scholarly works, books, chapters, editorial boards, professional papers, technical papers, refereed journal articles, editorial appointments, articles/monographs, and book reviews
- Presentations include conference presentations, conference leadership, workshop presentations, invited lectures, lectures and colloquia
- Generally in order of publication so you just add on new publications at the end, but can *also* be in order of most recent first
- Always bold your name in authorship
- Include submitted and/or pending publications or presentations
- Presentations should be pertinent
- Make sure to keep copies of your publications and/or presentations

### **Interests:**

- Interests are hobbies
- A list of four is a good target number

### **References:**

- Name, title, address, email address, and phone number
- Three to four references is sufficient

### **Additional Optional Categories:**

*Research Interests*

*Certifications and Licensure*

*Professional Affiliations*

*Foreign Study*

*Courses Taken*

*Laboratory Skills*

*Technical/Computer Skills*

*Languages*