

Curriculum Vitae

A CV is a document required when applying for positions in academia, some positions outside the U.S. and certain positions in the federal government. It serves as a comprehensive record of all your academic and professional accomplishments.

Sections to Include:

- Your educational history: including your bachelor's and master's degree; you can list your thesis title under your doctoral degree.
- Teaching experience: describe all courses taught, how many students you instructed and if you mentored any undergraduate research projects.
- Research experience: list all research assistantships and fellowships; describe what you researched, who you collaborated with and the results of the research.
- Nonacademic employment: you may list things such as an internship if it is professionally relevant.
- Conference presentations: be as specific as possible; stating the name of the conference, the title of the presentation, and where and when you presented.
- Publications: list full bibliographic information for publications; you may list submitted papers as long as you indicate that they are under review.
- List languages you speak: include degree of fluency when relevant.
- Awards and honors: received for your research, presentation, teaching or academic achievements.
- Academic service: includes sitting on committees or volunteer work related to your discipline.
- Grants or fellowships: received while in graduate school; list where and when you received them and the institution you received them from.
- Memberships in professional associations: dates which you have been a member are not necessary unless you are a senior-level candidate.
- References: list 3-5 references at the end of your CV; these can include advisors, thesis committee members and other academic professionals.

Formatting Tips:

- Do not list personal data such as date of birth, marital status, etc.
- CV's have no page limit (some senior level faculty can have CV's over 30 pages long).
- In each section of your CV, list all items in *reverse chronological order*.
- Use legible 10-12 point font and be sure that spacing and formatting remains consistent throughout the document.
- Conventions vary slightly by discipline, so consult an expert in your field to ensure your document follows its standard practices.
- Have a colleague proofread your CV to ensure it is free of typos and other errors.

Online Resources:

- https://www.training.nih.gov/assets/Guide_to_Resumes_&_Curricula_Vitae.pdf
- <https://www.thebalance.com/cv-samples-and-writing-tips-2060349>
- <https://www.insidehighered.com/advice/2012/12/03/essay-how-list-scholarship-hasnt-been-published-yet>
- <https://theundercoverrecruiter.com/cv-vs-resume-difference-and-when-use-which/>