



Writing a CV

Crafting the curriculum vitae

Purpose of a CV

In the US, a Curriculum Vitae (or CV) is generally used in academic settings. For example, a CV might be required instead of a resume to apply to graduate school, apply for funding or fellowships, or to apply for academic jobs.

Crafting your CV with the reader in mind is key. Most of the time, the reader is a faculty member or an academic administrator. Since this type of reader is most interested in your academic career, a CV highlights your education, academic achievements, and related kinds of experiences. As your academic career progresses, you will update your CV accordingly. There is no page limit in the length of a CV.

Honesty in your CV is critical. It is important that you list your education, publications, and experiences accurately.

This handout gives general guidelines regarding CVs. Keep in mind that different disciplines have different standards regarding format and content. Ask a mentor in your area of study to review your CV before you send it out.

Content of a CV

A CV typically includes several sections that are relevant to your academic career. The order and level of detail within each section depends on the kinds of opportunities or contexts for which you will use your CV. Consider creating a "master" CV which includes all of the following sections. Once you identify an opportunity you want to pursue, use your master CV as the starting point and tailor it to the specific opportunity. The sections of a CV include:

Contact information:

- Include your name, full mailing address (list both permanent and local addresses, along with effective dates, if you will be moving soon), phone number and e-mail address
- Your name should be the largest item on the page

Education:

- List your education in reverse chronological order (most recent first)
- For each educational experience, include:
 - The name of the institution, and the city and state where it is located
 - The degree you will earn. Spell out the degree (e.g., Bachelor of Arts); do not use abbreviations
 - The month and year you earned (or will earn) the degree
 - Your majors, minors, and concentrations
- If you are in the Honors program of your discipline and wrote a thesis, include your thesis title or topic, the name of your advisor, and his or her department
- Mention any honors or awards that you received while in the institution (e.g., Dean's Lists, Achievement Awards)

Research experience: If you are applying for a Ph.D. program or for any program that emphasizes research, your research experience section will follow your education section.

- List all research experiences you have had (including your thesis experience if applicable)
- Use reverse chronological order (most recent first)
- For each experience, include:
 - The name of the institution or organization and the city and state where it is located
 - The start and end dates
 - The title you had while performing your research (e.g., undergraduate research assistant)
 - For graduate school applications, briefly describe the skills you gathered while performing the research (e.g., literature review, data collection and analysis, writing, presenting). The reader should see that you have gained knowledge and skills in doing research and that, as a graduate student, you will be able to conduct research effectively.

Publications: If you are an author on any academic publication (peer-reviewed article, invited article, book chapter), list your publications according to the format used in your discipline (e.g., APA style).

Presentations: If you presented the results of your research at a conference or in another setting, list your presentations according to the format used in your discipline.

Teaching experience: If you are applying for a Ph.D. program or for any program that includes a component of teaching, your teaching experience section will demonstrate that you have the potential to become a good teacher. If you have not taught but have tutoring experience, you can include a tutoring experience section instead of a teaching experience section.

- List all teaching experiences
- Use reverse chronological order (most recent first)
- For each experience, include:
 - The name of the institution or organization and the city and state where it is located
 - The start and end dates
 - The title you had while teaching (e.g., undergraduate teaching assistant)
 - Describe the skills you gathered while teaching (e.g., class and quiz design, grading, presenting). The reader should see that you have gained knowledge and skills in teaching and that, as a graduate student, you will be able to teach effectively.

Leadership or community experience: The goal of this section is to show the reader that you are going to be a contributing member of the department. Examples of previous involvement in your community will demonstrate that you will likely be invested in your department.

- List all leadership and community experiences you have had (make sure to emphasize the experiences you have had in a higher education)
- Use reverse chronological order (most recent first)
- For each experience, include:
 - The name of the institution or organization and the city and state where it is located
 - The start and end dates
 - The title you had (e.g., treasurer or social chair)
 - Describe the skills you gathered (e.g., event planning, project management, collaborations with staff and faculty). The reader should see that you have gained knowledge and skills in being a leader or a member of a team. These examples will show that you will be able to contribute to your department.

Additional experiences: If applicable, include other experiences that are relevant to what you are applying for. Remember that different disciplines have different standards for CV content. Make sure to check the CVs of faculty members on the internet and ask mentors for a critique of your CV so it will be consistent with the standards of your discipline.

Format of a CV

Don't get committed to one version or one format. Tailor your CV to the opportunity you are pursuing and ask mentors or CDC advisors to critique your CV before sending it out.

Attention to detail is key in academia! Therefore:

- Be consistent with grammar and format (e.g., bolding and underline)
- Do not use abbreviations or course numbers specific to your institution
- Your CV can be as long as necessary to include your RELEVANT academic achievements
- Use white space and formatting to make your CV easy to read
- Use font size 11 minimum (select one font and stick with it)
- Proofread and have a friend, mentor, or CDC advisor proof your CV as well!

More information and samples

General:

- CVs for graduate students (from VirginiaTech Career Services): <http://www.career.vt.edu/ResumeGuide/Vitae.html>
- CV overview (from the UC Berkeley Career Center): <http://career.berkeley.edu/Phds/PhDCV.stm>

Physical and life sciences:

- The Basics of Science C.V.'s.: <http://chronicle.com/article/thebasics-of-science-cv/46273/>
- How to craft a winning CV/reusme (from ScienceCareers.org): http://sciencecareers.sciencemag.org/tools_tips/how_to_series/how_to_craft_a_winning_resume

Social sciences and humanities:

- CV for the social sciences (from the University of Toronto Career Centre): http://www.careers.utoronto.ca/progServ/CH01/Creating_your_academic_cv_handout.pdf
- The C.V. Doctor: C.V. For a Faculty Member in the Social Sciences: <http://chronicle.com/article/The-CV-Doctor-CV-for-a/46057/>
- CV pages (from the Duke Career Services): <http://www.studentaffairs.duke.edu/career/cvguide>

Potential CV Categories

Education

- Educational Background
- Educational Overview
- Professional Studies
- Academic Background
- Academic preparation
- Academic Training
- Degrees
- Principal Teachers
- Dissertation
- Dissertation Title
- Dissertation Topic
- Comprehensive Areas
- Master's Project
- Thesis

Professional Competencies

- Course Highlights
- Educational Highlights
- Proficiencies
- Areas of Knowledge
- Areas of Expertise

- Areas of Concentration in Graduate Study
- Graduate Field Work
- Graduate Practica
- Internships
- Teaching/Research Assistantships

Teaching Interests

- Academic Interests
- Research Interests
- Educational Interests

Professional Interests

- Professional Experience
- Professional Overview
- Experience Summary
- Experience Highlights
- Research Experience
- Academic Accomplishments
- Professional Achievements
- Career Achievements
- Career Highlights
- Background

- Research Overview
- Administrative Experience
- Consulting Experience
- Continuing Education Experience
- Related Experiences

Foreign Study

- Study Abroad
- Travel Abroad
- Languages
- Language Competencies

Academic Service

- Advising
- Professional Service
- University Involvement
- Service
- Outreach
- Faculty Leadership
- Major Committees
- Committee Leadership
- Departmental Leadership
- Professional Association Advisory Boards
- Major University Assignments
- Conferences Attended
- Conferences Participated
- Conferences Presentation
- Conference Leadership
- Workshop Presentations
- Convention Addresses
- Lectures and Colloquia
- Scholarly Presentations
- Programs and Workshops
- Professional Activities
- Presentations and Publications
- Publications
- Scholarly Publications
- Scholarly Works
- Bibliography
- Books
- Professional Papers
- Technical Papers
- Refereed Journal Articles
- Editorial Appointments

- Articles/Monographs
- Reviews

Research Awards

- Grants and Contracts
- Patents
- Exhibits/Exhibitions
- Arrangements/scores
- Performances
- Recitals

Scholarships

- Fellowships
- Academic Awards
- Honors
- Distinctions
- College Distinctions
- Activities and Distinctions
- Honors and Awards
- Prizes
- College Activities

Affiliations

- Memberships
- Professional Memberships
- Memberships in Scholarly Societies
- Professional Organizations
- Honorary Societies

Professional Certification

- Certification
- Licensure
- Endorsements
- Special Training

Credentials

- Dossier
- Placement File
- Recommendations
- References

Source: The Curriculum Vitae Handbook, by
Rebecca Anthony and Gerald Roe

