

Curriculum Vitae (CV)

A curriculum vitae (CV) is used when applying for an academic position such as a teaching position at an academic institution or a research position. Unlike a resume, a CV is a comprehensive description of your academic background, employment history, academic appointments, certifications, licenses, conference presentations, publications, thesis title, dissertation, academic achievements, etc. It is also more commonly used in places other than the United States in lieu of a resume. There is no recommended page length for a CV. A CV has the same content as a resume including name, contact info, personal statement/objective summary, employment history, education and skills.

Format

- Name and Contact Information
- Education
- Professional Experience
- Qualifications and Skills
- Awards and Honors
- Publications
- Professional Associations
- Grants and Fellowship
- Licenses and Certifications
- Continuing Education

Name and Contact Information

The top of the page should include your name and contact information. It is important to include your email and phone number in this section. You may also include a link to your LinkedIn page or relevant professional accounts. Though you do not need to include your full address as part of this section, you may include the city and state although it is not required.

Education

The education section of your CV is to highlight your educational achievements in chronological order starting with the most recent. If you have a bachelor's degree, there is no need to list your high school. If you are currently a student, list the institution and the date that you began the program. You can also list special licenses or certifications in this section. Also mention things such as honors, awards, dean's list and scholarships. If you don't have much in the way of employment history, you can highlight coursework that you have taken that is relevant to the job.

Professional Experience

This next section should highlight your professional experience. You can do this by listing the position titles, organization name and location, and the dates you held the position. These should be listed in chronological order beginning with the most recent. Remember to keep the verb tense in the past for previous positions and in the present tense for your current position. Each job listed should be followed

by a few bullet points that describe the job responsibilities and your accomplishments. Try to cite measurable achievements. If you have very little or no employment history, you can use internships or volunteer experience.

Qualifications and Skills

Next, list any skills you want to emphasize. Skills can include things like computer programs, language proficiency or leadership experience. It is also recommended that you divulge what level of proficiency you have in these skills such as basic, intermediate, proficient or expert.

Awards and Honors

List awards and honors here in chronological order.

Publications

List published and manuscript work here in chronological order. You may also bold your name if you share credit with other contributors.

Professional Associations

List any professional associations you participate in, past and present. If you were part of the leadership or board member team, you can list your title.

Grants and Fellowship

List grants and fellowships awarded in chronological order starting with the most recent. You may also list any grants and fellowships where you received honorable mention.

Continuing Education

List CE courses here in chronological order.