Writing Curriculum Vitae (CV)

A *Curriculum Vitae*, also known as a CV, is a detailed summary of your education and academic background. CVs are most commonly used for individuals seeking academic, higher education, scientific and/or research positions.

THE DIFFERENCE BETWEEN A CV AND A RESUME:

When determining whether to use a CV or a resume for your job search, it is important to know your targeted audience and understand the main purpose of each format. A CV is more focused on academic and scholarly achievements, while a resume is more about showcasing related experiences when seeking an internship or full-time job. A CV is typically lengthier than a resume, three or more pages, showcasing thorough documentation of your professional history, outlining your publications, and highlighting teaching and research experience. It is appropriate on a CV to describe both teaching and research experience in detail –this is usually not appropriate on a resume.

CV ESSENTIALS

Your CV should be organized and categorized according to the needs of your targeted audience. Your CV is unique and your categories and subheadings may vary. Be sure to tailor your CV to a format that best highlights your skills, credentials, academic and educational background for the position you are seeking. These components can be emphasized by prioritizing the most significant points at the beginning of your CV. Think about what sets you apart and makes you a unique candidate. Note that an accepted CV format can quite differ and vary by discipline. It is highly recommended that you seek advice from professors, advisors and others *within your field* to decide on an appropriate format.

COMMON SECTIONS IN A CURRICULUM VITAE:

Contact Information: Name, address, phone number, e-mail address.

Education: Include your post graduate, graduate and undergraduate degrees, certifications, and licensures beginning with the most recent first.

Research Interests: Be brief and precise, using specific and clear language. Make sure that your research interest aligns with the objectives of the position or program you are pursuing. Include areas you are prepared to teach and specific areas of specialization/expertise.

Research Experience: Add descriptions of research projects (type and purpose). You may include a dissertation abstract.

Teaching Experience: Include the institution name and location, date, and courses taught. Be creative in your use of action verbs to highlight your demonstrated skills.

Publications / Selected Publications: Include authored and/or coauthored publications using a bibliographic format.

Professional Affiliations: Listing your professional memberships demonstrate your commitment and level of enthusiasm for your field of study.

Professional Honors and Achievements: Include any special recognitions, departmental awards, teaching awards, scholarships, grants, fellowships, community and professional awards.

Conference Papers Presented/ Presentations: Be sure to include the date, title and location of each presentation.

Related Work Experience: Be sure to quantify and illustrate your contributions with key action verbs. Work experience not directly relevant to research/teaching should be omitted or described only briefly on a CV.

Foreign Languages: Indicate level of fluency (fluent or bilingual, intermediate, basic knowledge of, familiar with).

References: References may be required in the application process. Submit them along with your CV, including research supervisors and partners, or those who can vouch for your abilities.

CV ESSENTIALS:

- Create a crisp and polished look
- Be consistent in content and format
- Use an appropriate font (e.g., Times New Roman, Tahoma, Garamond, Calibri)
- Utilize bold headings and subheadings to distinguish key elements
- Avoid the use of "I" or "My"
- Avoid long narratives of academic work and experiences
- Mention results and accomplishments, quantifying where possible
- Showcase your key skills throughout
- Proofread and correct spelling and grammatical errors

And remember – always have someone else review your CV before submitting it!