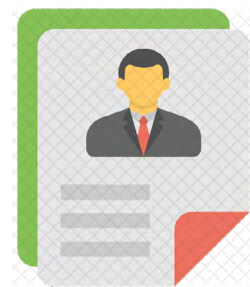


What is a Curriculum Vitae

What is a curriculum vitae?

Like a resume, a curriculum vitae (CV) provides a summary of your experience and skills. CVs include information on your academic background, including teaching experience, degrees, research, awards, publications, presentations, and other achievements. CVs are typically longer than resumes. Your CV should be clear, concise, complete, and up-to-date with current employment and educational information.



When to use a CV?



Within the United States, people in academia and medicine tend to use CVs rather than resumes. CVs are thus used primarily when applying for academic, education, scientific, medical or research positions or when applying for fellowships or grants.

CVs are also very common in countries outside of the United States of America; however, the standards vary widely. Some countries may expect a document more similar to a resume or require more personal information. Do plenty of research into the customs and norms for each country you are considering.

What to include in your curriculum vitae?

Like a resume, your curriculum vitae should include your name, contact information, education, skills, and experience.

Tip: Start by making a list of all your background information, and then organize it into categories. You do not need to include all of this information on each CV – target your CV for each position you apply for; you will be more likely to be interviewed and hired.



The following are examples of information that could be included in your curriculum vitae. The elements that you include will depend on what you are applying for, so be sure to incorporate the most relevant information to support your candidacy in your CV.

- **Personal details and contact information:** CVs start with contact information and personal data.
- **Education:** This may include undergraduate and post-graduate study with the school attended, dates of study, and degree received. Remember to include your information in reverse chronological order; Doctorate's, Master's, Bachelor's.



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- **Thesis/Dissertation:** Include your thesis or dissertation title. You may also include a brief description of your project, and/or the name of your advisor.



- **Honors and Awards:** This may include dean's list standings, departmental awards, scholarships, fellowships, grants, and membership in any honors associations.



- **Research Experience:** List any research experience you have, including where you worked, when, and with whom. Include any publications resulting from your research.



- **Publications and Presentations:** List any publications you have written, co-written, or contributed to. You can use the citation style used in your field. You should include any pieces you are currently working on, have published, or have presented at a conference.



- **Experience/Employment History:** Your career history should be presented in reverse date order starting with most recent. Achievements and responsibilities are listed for each role. More emphasis/information should be put on more relevant experiences.



- **Teaching Experience:** List any teaching positions you have held. Include the institutions, course name, and semester. You may also include any other relevant tutoring or group leadership experience.



- **Skills:** Include computer skills, foreign language skills, and any other recent training that is relevant to the role applied for. You can also include relevant soft skills: leadership, communication skills, work ethic, integrity.



- **Professional Memberships:** List any professional associations to which you belong. If you are a board member of the association, list your title.

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- **Extracurricular Activities:** Include any volunteer or service work you have done, as well as any clubs or organizations to which you have belonged.
- **Additional topics** may include:
 - Brief biography
 - Study abroad
 - Scholarships
 - Bibliography
 - Training
 - Graduate Fieldwork
- **Possible information** based on field and country
 - Date of Birth
 - Visa Status
 - Place of Birth
 - Photo
 - Citizenship



- **What not to include:** There is no need to include family's names, religious affiliations, salary history, the reason you left your previous position, or references in your CV. References should be listed separately and given to employers upon request.

Not all CVs look the same. You may choose to include only some of these sections because others do not apply to your background or your industry. Include what seems appropriate for your area of specialty.