



# Writing the *Curriculum Vitae*

What you really need to know right  
now...



# Resume vs. *Curriculum Vitae*

- Length: Short
- Content: All-inclusive summary of skills, experiences, and education
- Purpose: get employment (or interview)
- Length: As long as it needs to be
- Content: Area-specific listing of education and academic background
- Purpose: Detail background and qualifications



# *Curriculum Vitae* (or “CV”)

- Origin is Latin- “course of one’s life”
- Note “vitae” (vee-tie or vee-te) is the plural form; “vita” (vee-tuh) is singular



# Why work on this now?

- Time goes by fast
- Helps you organize important things for your future career (which organizations to join; what is missing)
- Assists in setting goals
- Assists when getting letters of recommendations or applying for other programs/committees



# Important NOTE

- There is not really a “right” way to do a CV.  
However, there are some things that make the viewing easier, make you look more professional, and include things reviewers want to see.
- Your CV may be different than someone else.
  - What’s important is that you keep one up to date.



# General Set-Up Features

- Font: Times New Roman
- Regular paper (white) is fine
- Font size: 12 point
- No underlining
- Single sided
- Margins: 1” all around
- Use bolding and CAPs to have things stand out
- Number pages
- No graphics
- Same font throughout (may vary sizing some)
- Full name on every page



# Don't forget, a CV needs to be...

- Clear: Well-organized and logical
- Concise: Relevant and necessary
- Complete: Includes everything you need
- Consistent: Don't mix styles or fonts
- Current: Up-to-date



# Contact Information

- Full name
- Mailing Address: Permanent
- E-mail: Obtain email address that will not expire
- Phone number(s)



# Sections on the CV

- ALWAYS
  - Education (always first on the CV)
  - Honors and Awards
  - Professional Experience (Employment)
  - Publications and Presentations
  - Extracurricular and Volunteer Experience
  - Interests
- OPTIONAL (as needed)
  - Objective
  - Certifications and Licensure
  - Professional Affiliations
  - Professional Activities
  - Research
  - Added Qualifications



# Education

- Most current first (include your current educational work)
- Only include diploma distinctions
- Get the schools' names correct!
- Degrees/certifications are what's important – not the time spent
- Thesis/Dissertation titles listed



# Honors and Awards

- List with most recent first
- Honors/Award Title: Date(s) received
- Go back to undergrad but not before – only academic and/or professional
- Scholarships count
- No descriptions



# Professional Experience

- Includes anything you were paid to do or was extensive, regular volunteer
- Only include those items relevant to academic
- List most recent first
- No descriptions
- If listing research, include the lab and director/principle investigator



# Extracurricular and Volunteer Experience

- List with most recent first
- Do not describe
- This tends to be the longest list... But watch it!
- It's better to have long-term items or very relevant items and a shorter list than everything listed
- Student organizations go here



# Professional

- **Affiliations**
  - Only those current
  - Alphabetical listing
  - Include all dates of affiliation
  - Note any positions
- **Activities**
  - Past and present
  - Most current first
  - Only those very specific to academic/research career
  - Should be school or university sponsored committees
  - Include role



# Research Experience

- List with most current first
- Make sure you fall under someone, unless it truly was your lab ownership
- If you gained grant funds, include
- You may briefly describe here (only place on CV)



# Publications and Presentations

- Two views on which way to list first (most recent or in order of publication, generally in order of publication so you just add on
- Always bold your name in authorship
- You may include submitted and/or pending publications and/or presentations
- Presentations may be small or large, but should be pertinent enough to talk about
- Make sure you have copies of your publications and/or presentations for life of your CV



# Interests and Added Qualifications

- Interests are hobbies
- List 4 of them
  - Creativity counts/ Be specific
  - Make sure they are real
  - Make sure they reflect you
  - Get something active
  - Get something group
- Added Qualifications should be verifiable
  - Include language fluency (and level- “fluent,” “conversational,”) )
  - Cultural knowledge may be included, especially if you’ve had hands-on experience or training
  - Anything special



**Good Luck!**

Created by Dr. Barbara K. Ige, February 2007