



## Developing a Curriculum Vitae (CV)<sup>1</sup>

### CV Versus Resume

A *Curriculum Vitae* (literally “the course of one’s life”) is used primarily when seeking positions in academia, including graduate programs (MS, PhD, JD), TAs, internships, instructorships, and professorships. A CV offers a comprehensive overview of those accomplishments that are relevant to teaching and research positions, as well as to fellowship, internship and grant applications. While a resume is usually limited to a page in length, the CV of a graduate student may be three or more pages long, and that of a tenured faculty member as many as twenty. Content, however, rather than length is the real distinguishing factor.

### General Guidelines

- Enlarge or bold name on first page
  - May include “*curriculum vitae*” on first page beneath name
- Include name and page number starting on second page
- Avoid stating a career objective
- Do not use bullets
- Do not include GPA or other test scores
- Use reverse chronological order for dates within each section
- Focus on being concise
  - No lengthy narrative or explanation
    - Use incomplete sentences if necessary: Planned course activities. Graded all assignments. Held regular conferences with students.
    - Save narrative for cover letter, research or teaching statement

### Categories

Categories should be chosen and arranged in order of their relevance to the position for which you are applying. Typically, CVs begin with the categories of Education or Academic Employment. Residency or fellowship CVs might begin with Publications and Scholarship or Awards and Honors. Within each category details should be listed in reverse chronological order (starting with the most recent).

### Education

- Degrees and Dates: list the degree, the date received or expected, and the institution
  - Include honors only if listed on your transcript
- Thesis or Dissertation: give the title of project and the name of your Chair or Director
- Comprehensive Exams: list titles and provide the status (proposed, scheduled, passed)
- Professional License/Certification: include certifications such as TESOL, CAD or other relevant licenses



#### Academic Employment or Academic Appointments

- Include TAs, internships or other positions held at your academic institution
- Provide title, institution and dates

#### Teaching and Research (Areas of Interest)

- Provide a topical list of subjects you can or would like to teach
- Provide a topical list of subjects you are or would like to research
- The goal in this section is to demonstrate both a focus and a breadth of knowledge
  - Discipline-specific language is appropriate in this section

#### Professional Employment

- Include relevant jobs outside of academia
- Jobs should demonstrate qualities related to the position for which you are applying

#### Publications or Scholarship

- Include Reviews, Books and Articles you have published
- Include In-House publications, such as handouts, worksheets or rubrics
- Indicate publications that are Under Consideration at a journal or publishing house
- Indicate Drafts in Progress, but only if you are actually drafting a text

#### Conference Presentations

- Include presentations at local, regional and national conferences
  - Distinguish presenter, keynote, and poster presentations
  - You can include status as well: proposed or accepted
- Include presentations done In-House, such as workshops or colloquia

#### Courses Taught or Teaching Experience

- If you are just finishing your degree, list all courses
  - Include course name and number
  - Include the course title, or your own title
  - Indicate total number of sections taught
- If you have a lot of teaching experience, consider putting it into categories
  - You can divide courses by institution, level, or subject matter

#### Administration

- Consider including this category if you are applying for a position that includes administrative work (dept chair, committee member, program director)
- Include positions in which you supervised others or managed budgets



#### Leadership

- If you are just finishing your degree, you can include student organizations, department clubs or other areas where you have demonstrated leadership qualities
- Distinguish Elected or Appointed positions from other committees where you are simply a Member

#### University Service

- This category can include items such as committee memberships, presentations to departments, and workshops conducted

#### Volunteer Activities or Community Advocacy

- While service to the community is valuable, include this category only if your service is related to your teaching/research or to the position for which you are applying

#### Grants

- Identify grants you have Written, Administered, or Received
  - Include the title, the duration, the institution and the dollar amount
- This category includes grants for or by your academic institution or your place of employment.
- Do not include grant money that you personally received, such as Scholarships or Fellowships

#### Professional Development (Workshops/Training)

- Include any activities that you have Conducted or Administered
- Include relevant trainings, in-services, and workshops that you have Attended/ Received

#### Technical Skills

- Do not include MS Word or MS Office products
- Do include specialized training such as website development, statistical programs/training, programming languages or languages in which you are fluent

#### Honors or Awards or Fellowships

- Provide the title of the award and the source
- If the Award or Fellowship involved research, publishing, etc, consider mentioning this in your cover letter or personal statement

#### Professional Memberships

- Identify organizations related to your field in which you hold a membership
  - Demonstrates your involvement in your field



## References

- Include names, titles, and contact info for your references, including phone and email
  - Be sure to ask your references if you can use them
  - Tell your references about the position you are applying for

## International CVs

International CVs often require other elements in addition to the information previously discussed. When applying for international jobs, be sure to research what is common practice for writing CVs in those countries. The following information is typical of international CVs.

### Personal Information (in the header or in the first section)

- Nationality, citizenship(s) or birthplace
- Current residence: state and country
- Gender
- Marital status and number of dependents
- Birth date

### Photographs

- In many countries, it is standard to include a photo of yourself in/with your CV
- Be sure to select a professional, quality photograph that makes you look friendly and presentable

### Objective Statement

- Similar to a typical resume, your CV should include an objective statement, identifying the position or program you are applying for

### Hobbies

- Considering the nature and purpose of an international CV, hobbies can be used to:
  - Show that you are personable
  - Demonstrate your ability to adapt (to a foreign country)

## References

1. The Writing Center at CU Denver. Creating a curriculum vitae (CV). 2014.