

CURRICULUM VITAE (CV) GUIDE

A curriculum vita (CV or vitae for short) is an outline of one’s education and work. It is generally used for acquiring a faculty, research, or leadership position at an academic or scientific organization.

First Name Last Name Phone • Email • City, State LinkedIn (optional)	
EDUCATION School Name, City, State Degree and Major	Anticipated XX/20XX
RESEARCH EXPERIENCE <i>(reverse chronological order)</i> Department, University Name Position Title	Start Date XX/20XX-End Date XX/20XX
GRANTS Granting Agency, “Title of Grant”, \$00,000	20XX - 20XX
PUBLICATIONS AND PRESENTATION Last Name, F. M. (Year Published). Article title. <i>Journal Name, Volume</i> (Issue), page numbers. (Hanging Indent) Last Name, F. M. (Year, Month). Presentation title. (Hanging Indent). Poster session presented at (Conference Name), City, State.	
CONFERENCES ATTENDED Conference Name - Month Year	
TEACHING/ ADVISING EXPERIENCE <i>(reverse chronological order)</i> Department, University Name Position Title	Start Date XX/20XX-End Date XX/20XX
<ul style="list-style-type: none">• Action Verb• Action Verb	
PROFESSIONAL EXPERIENCE <i>(reverse chronological order)</i> Company Name, City, State Position Title	Start Date XX/20XX-End Date XX/20XX
<ul style="list-style-type: none">• Action Verb• Action Verb	
HONORS/AWARDS Organization Name, Honor or Award	Date Received – XX/20XX
PROFESSIONAL MEMBERSHIPS Organization Name, Role	XX/20XX
SKILLS Computer Skills Language Skills	

FREQUENTLY ASKED QUESTIONS

- **What is the difference between a resume and a CV?**

A resume is a brief summary of experience and skills that only includes information that is relevant to a job seeker's future goals. A CV is a more complete and detailed document about an applicant's past. Resumes are more commonly requested by employers, however, CV's tend to be used in certain fields such as medicine or academia.

- **What categories should I include in my CV?**

At the very least, a CV should include contact information, education, research experience, teaching experience (if applicable), publications, and presentations. Other potential categories may include awards, professional affiliations, community or university service, etc. Consult with professors or other professionals to find out what sections are most relevant to your field.

- **What is the appropriate length for a CV?**

Length is less important in a CV than completeness, so a typical CV is at least 2 to 3 pages. Your CV should include your complete academic history and is not typically limited by length, as is a resume.

- **Should I include job descriptions for every position listed on my CV?**

Not necessarily. Include job descriptions for the experiences that are most relevant to the type of positions you will be applying for.

- **Does order matter on a CV?**

Yes. It is critical for you to consider the position you are applying for and/or the audience you are writing for when compiling a CV. For example, if you are applying for a faculty position at a small college, you will want to list your teaching experience on the first page of your CV and your research experience and publications later in your document. The reverse would be true if you were applying to a research-intensive university or institute.



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