

Developing a Curriculum Vitae (CV)

When applying for a job or graduate or professional school, a CV may be requested. It is most often used when applying for graduate school, a grant, or a job within the academic setting. A CV may also be required if you are conducting an international job search. Listed below is a description of what a CV is and how it differs from a resume. It is important to be concise and comprehensive when writing your CV.

Showcase skills, experiences, and qualities that will make you stand out!

What is a CV?

A curriculum vitae, often called a CV or vita, means course of life. It is a document that highlights your education, skills, work experience, publications, presentations, extra-curricular activities, and qualities that demonstrate to a potential employer or graduate school that you are the ideal candidate. There is no set formula for writing a CV, however viewing samples within your disciplinary area may help.

What is the difference between a CV and a resume?

- CVs are longer in length and are far more comprehensive than a resume. Resumes are generally limited to one page, whereas a CV is 2 or more pages.
- CVs contain much greater detail. Resumes provide a concise snapshot of your experience. In a CV, you have the flexibility to expand upon your qualifications.
- The emphasis of a CV is on content, not form, so CVs should look rather plain.
- Name dropping is more common on a CV than a resume.
- The goal of a resume is to create a professional identity, whereas the goal of a CV is to create a scholarly identity.

Where to start?

- The preferred style, format, and content of CVs vary from discipline to discipline, so you should become familiar with the requirements of your academic field.
- View samples of other CV's within your disciplinary area.
- May want to use current resume as a starting point.
- Begin by making a list of your background information.
- Construct an inventory of your skills, education and experience focusing on transferable skills in each area.
- Organize all skills, qualifications, and experiences into corresponding categories.
- Include dates when applicable.
- Be mindful to use appropriate present and past tense verbs.

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Be unique! Stay away from templates when creating your CV.

Suggested CV Content

Similar to a resume, review all of your content before deciding what to include. The suggested list below is not finite and you should tailor it to meet your needs. Do note that if searching for international opportunities, some countries vary in what they include in CV's so it is important to research that country.

- **Personal information**
 - Name, address, phone number, e-mail
- **Professional/Career/Research Objective**
- **Education**
 - Degree, major/minor
 - Begin with most recent educational experience
 - High school information should not be included
- **Professional licenses or certificates**
- **Honors/Awards**
- **Study Abroad/International Experience**
- **Work experience**
 - Name of employer, location, dates, duties, skills
- **Leadership and activities**
- **Volunteer experience**
- **Athletics**
- **Professional affiliations**
- **Committees**
- **Skills**
 - Laboratory, technical, computer, research
- **Languages**
- **Relevant coursework**
- **Class projects**
- **Research**
- **Presentations**
- **Publications**
 - Title, description of paper
- **Theses or dissertations**
 - Title, description of paper
- **Grants**
- **Scholarships/Fellowships**
- **Workshops/Clinics/Seminars**
- **Interests**
- **Travel**
- **References**

TIP: The most important information should come earlier on a CV, after your education section. By using this technique, more emphasis will be placed on this information.

TIP: Anything in an experience section (e.g. Work, Leadership, Volunteer, etc.) should always be in reverse chronological order and include: your title, name of the organization or school, dates, location, duties, and skills.

Do's and Don'ts

- **DO** make sure that all information on a CV is relevant. The employer or school does not want to read "fluff."
- **DON'T** copy a CV format or model. Remember to be unique in order to stand apart from a group of applicants.
- **DO** focus on the skills you have gained as a result of your experiences.
- **DON'T** ever lie on application materials.
- **DO** stop by Career Services to have your CV reviewed.