

What is a Curriculum Vita?

What is the difference between a Resume and a CV?

A resume is usually one to two pages in length and provides a summary of how the applicant can benefit the company or organization. A chronological resume lists your work history in reverse chronological order with your current or most recent job, first. Employers typically prefer this type of resume because it's easy to see what jobs you have held, when and how long you held them, and if there are any gaps between jobs. This type of resume works well when you have a strong, solid work history.

A Curriculum Vita (CV) is used in place of a resume if you are seeking a position in an academic, scientific, or medical field. The general format of a CV is patterned after reverse chronological resumes but with more detail and information. There is not a page limit with a CV, so accomplishments are continuously added as you gain experience.

Curriculum Vita Categories

The following are possible categories and headings for a Curriculum Vita. Not all of them must be used, and some of them overlap. The categories used will depend on the focus of the CV.

Academic Experience

- Academic Accomplishments
- Academic Honor Societies
- Administrative Experience
- Areas of Concentration in Graduate Study
- Background
- Courses Taught
- Dissertation
- Graduate Work
- International Assignments/Work/Research
- Internships
- Master's Project
- Methodological Specialization
- Postdoctoral Work
- Visiting Professorships

Biographical Statement

The biographical statement is a brief biography of the applicant's professional career. While a biographical statement is sometimes advisable, no personal data (age, marital status, ethnicity, etc.) is included.

Committees (or Academic Service)

Include such experiences as Administrative, Dissertation or Honors Thesis Committees; Honorary and/or other Appointments. Do not list political, religious, or other affiliations, unless applying for positions where this information may be appropriate.

Community Service

Computer Skills

It is unnecessary to list every computer program with which one is proficient. However, one may indicate the most recent versions of programs, and any specialized programs, such as statistical programs, with which one is familiar.

Courses Taught

Include Course Highlights; Courses Created; and Courses Taught (with and/or without supervision)

Dissertation

This category may be shortened after one has sufficient research and teaching experience. For applicants with relatively little experience outside graduate school, this is a key category. Include: Advisors; Brief Synopsis (sometimes, a one-page synopsis may be included as an appendix); Committee Members; Title/Topic

Education and Training

- Academic Background
- Academic Preparation/ Training
- Certifications
- Comprehensive Areas
- Degrees
- Dissertation (Title, Topic)
- Educational Background
- Graduate Field Work
- Graduate Practicum
- Internships
- Master's Thesis or Project
- Postdoctoral Work
- Principal Professors (if they are well-known in the field)
- Professional Studies

Employment History

- Academic Employment
- Consulting
- Relevant Non-academic Employment
- Teaching Assistantship
- Research Assistantship
- Administrative Assistantship

Grants Include Grants; Grant Reviews; and Patents

Honors, Awards and Fellowships

This section may be combined with Grants, or Grants may stand on its own. Fellowships may also be placed in the Education category. These could include:

- Awards
- Chairs
- Conference Planning and Organization
- Distinctions
- Fellowships awarded
- Honorary Societies
- Honors
- Licensure and Boards/Certifications
- Patents
- Research Awards

Language Skills (Indicate the language and your level of fluency)

Professional Activities

- Committees Served
- Doctoral Dissertation Committees
- Offices in Professional Societies
- Professional Memberships
- Scholarly Presentations at Institutions

Presentations

- Conference Addresses
- Invited Presentations
- Lectures and Colloquia
- Named Lectureships
- National Interviews
- Poster Presentations
- Programs and Workshops
- Seminars

Publications

- Abstracts
- Articles and Monographs
- Book chapters; Conference Papers
- Book Manuscript Reviews (Publishers)
- Books, written or edited; Articles
- Editorial Activities/Editorial Boards
- Journal Articles
- Manuscripts in Preparation
- Peer-Reviewed Journals
- Refereed Publications
- Reviews
- Unpublished Presentations

References

Names and contact information of references (including phone and email)

Note: references are included on CVs only, not on resumes.

Other Categories

Research Conducted and Research Interests

Teaching Experience / Interests - Areas of Expertise