Curriculum Vitae (CV)

Many may be acquainted and even proficient at creating and updating a resume to obtain a job; however, a Curriculum Vitae (CV) can be an essential component of school admissions (e.g., for a doctoral or master's level degree program) and a means to highlight educational accomplishments for jobs in academia. While the components of a CV differ from a resume, you can choose from a resume template in your preferred word processor and change the headings to fit those of a CV. Once you've picked the template, it's then your job to pick a standard font (Times New Roman, Helvetica, Arial, etc.).

While some aspects of your CV may contain italicized and bold parts, as well as font size changes (for example, your heading may be bold and larger than the sub-headings, while your years working may be italicized), it's up to you to keep your fonts consistent throughout the CV. Your resume template should automatically accommodate these changes, but be sure to check the complete document for visual consistency with spacing, font sizes and types, headings and subheadings, etc. before submitting it.

Key Differences between a Resume and a Curriculum Vitae

Though CVs and resumes are both often used for the same general purpose (attaining a job), they are different documents, and they each have different standards and expectations. The main differences between a CV and a resume are outlined below.

- CVs are used when applying for academic positions (education, science, fellowships, etc.), while resumes are typically used for non-academic positions.
- CVs are longer than resumes. There is no page limit for a CV—and you should highlight *all* experience with relevant details—while resumes are typically limited to one page, perhaps two pages as an absolute maximum. Some CVs of experienced academic professionals can be 10+ pages in length.
- The education section often appears first in a CV, especially if your objective is an academic position, while it often appears later (or even last) in a resume. This difference is due to the need to highlight education for an academic job.

Please note that the difference between a CV and resume is specific to the United States; in the United Kingdom, for example, a resume is called a CV, and the document is what those in the US would think of as a standard resume.

Curriculum Vitae Headings

The headings in a CV can vary—just like in a resume—however, there are some sections that are typically included. You can use the following information in the order it is presented to create a template for your own CV.

- **Contact Information:** Your name, email address, and cell phone number. Your physical address is not necessary. You can include the link to your LinkedIn profile as well. As with a resume, ensure that your email address is appropriate for a professional setting.

  ex: [Name, email address, phone number]

- **Academic/Educational History:** Display your academic history in reverse chronological order (most recent first). Academic history includes post graduate, graduate, undergraduate, and high school work. You can choose to list only the two most recent degrees if you have multiple accomplishments to include. For example, a seasoned academic professional would be unlikely to include their high school diploma on their CV; conversely, someone who recently received their undergraduate degree and is applying for graduate school might still include their high school information.

  ex: [Degree obtained, school attended, month and year of graduation]

- **Professional Experience:** Utilize this section to highlight your experience, focusing on what is most relevant to the position you are applying for. The details in this section should also be presented in reverse chronological order (most recent first). Use bullet points to highlight all job responsibilities and duties. Remember—you want to include *all* relevant details from each position.

  ex: [Job title, organization, years of experience, job duties]

- **Skills and Qualifications:** When crafting this element of your CV, re-read the job or academic position, and tailor the section to the job description. The relevant skills and qualifications section can also include soft skills (e.g., non-technical skills that showcase ability to work effectively with others).

  ex: [Relevant skills (use bullet points)]

- **Honors and Awards:** List your academic achievements. Name the honor or award, indicate the year awarded, and provide a brief description (since all readers will not be familiar with all possible honors/awards you may have received).

  ex: [Name of award, year awarded, brief description of award]

  [Name of honor, year awarded, brief description of honor]

- **Publications and Presentations:** Document relevant publications and list any presentations you have given and/or conferences you have attended. If you have presented at numerous conferences and/or published many pieces, then you may choose to separate these into two distinct sections of the CV.

> ex: [Name of publication, title of article or entry, year of publication]
>
> [Conference name, paper title, year of attendance or acceptance]

- **Associations and Affiliations:** List honor societies and professional organizations, highlighting your role(s) in them if applicable. For example, if you were applying for a faculty position in the field of chemistry, and you had served on the scholarship committee in the American Chemical Society, you would want to feature that experience in this section.

> ex: [Name of society/org, chapter, role (if applicable), dates of membership]

Sample CVs

Visit the following websites if you would like to refer to full-length samples of academic CVs.

- [Application Materials for Faculty Positions](#) (from UCSF Office of Career and Professional Development)
- [CVs for Faculty Job Applications](#) (from University of Pennsylvania Career Services)
- [CV Samples](#) (from The Graduate College, University of Illinois Urbana-Champaign)

Activity 1: True or False

The following questions are to help you gauge your general knowledge about CVs.

1. A resume and a CV are interchangeable.
2. You can create a CV using a resume template provided by your preferred word processor.
3. A CV is limited to 1-2 pages in length.
4. You should list your physical address in the contact section of your CV.
5. A CV should present *all* the details of your relevant experience.

Answer Key for Activity 1
1. False—resumes and CVs are two different types of documents with differing purposes.
2. True—you can start with a resume template to create your CV.
3. False—CVs have no page limit and can be lengthy for academic professionals.
4. False—you do not need to list your physical address in a CV.
5. True—a CV should be detailed, and you want to present your relevant experiences.

Activity 2: Your Turn

Below are two sample CV components in template format. Complete two items from each heading with details from your own education and experience.

Education

School Name / Degree
MONTH 20XX - MONTH 20XX, LOCATION

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School Name / Degree
MONTH 20XX - MONTH 20XX, LOCATION

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Experience

Company Name / Job Title
MONTH 20XX - PRESENT, LOCATION

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Company Name / Job Title
MONTH 20XX - MONTH 20XX, LOCATION

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Company Name / Job Title
MONTH 20XX - MONTH 20XX, LOCATION

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