

When is a Curriculum Vitae (C.V.) Appropriate?

A Curriculum Vitae (C.V.) is a comprehensive, biographical statement, generally several pages long, emphasizing your professional qualifications and activities. A C.V. is typically used for the following purposes:

- Applications for positions in academia
- Applications for some internships, fellowships, or grants
- Independent consulting

A resume is a briefer, one- to two-page document developed as a distillation of the more important points in your C.V. You may send the resume in an initial response letter, with the notation in your cover letter that the C.V. is available. If you are confused about whether a hiring individual or institution really wants a resume or a vita, you should contact them and ask.

What Is Usually Included in a C.V.?

The categories listed below are often included in C.V.s. However, no C.V. contains all of them, and some C.V.s will contain other categories that are not listed here. The basic rule is that your own unique educational and work experiences should be carefully considered when deciding which categories will be most effective in accomplishing your particular goals. Arrange whichever categories you use to reflect your strengths in the most advantageous way.

The first step in actually developing your C.V. is to sit down and to write down all relevant information. Later you can organize it into categories, then do whatever editing is necessary. After you have written down all relevant categories and information first. All other information can be listed in descending order of importance.

Possible Sections to Include in Your C.V.

Heading. Name, address(es), phone number(s), and email address. Usually use your home address or mailing address rather than your school department.

Education. Listing of earned academic degree beginning with the degree in progress or most recent degree earned. Include: name of institution, city and state, degree type (B.A., B.S., M.A., etc.) and area of concentration, month and year any degree was (will be) received. Note; you may wish to include the title (using the format appropriate to your particular academic field) of your thesis/dissertation here.

Certification(s). List all areas of certification relevant to the position. Include type and year received.

Honors or Awards. Receipt of competitive scholarships, fellowships assistantships, etc.; Dean's List recognition; names of scholastic honoraries; teaching or research awards.

Teaching Experience. List of positions (part-time, full-time, temporary, and permanent). Include department/organization complete name, city and state, position title, and dates. List your most recent experience first (that is, in reverse chronological order). Describe who your students are/were and information about the type of course and something special about what you do/did in the course.

Other Experience. Groupings of other experiences (including volunteer work and/or internships) can enhance your C.V. Your experience can also be divided into other categories such as: "Research," "Other Higher Education," "Counseling," "Administration," "Volunteer," "Community," "Internship," etc. Entries within each section should be in reverse chronological order. Include a brief description of your activities using strong action verbs.

Publications and Presentations. List these together or separately, depending on the number you have. Use proper citation format for your discipline! If the journal or conference is not obvious by its name, include a short description of it.

Grants Received. Include name of grant; name of granting agency; date received; title and purpose of research project. Also include your part in writing or administering the grant.

Professional Associations. List current memberships in national, regional, state and local professional organizations and any significant positions held. List alphabetically. Do not use dates except for terms of leadership positions or for completed, short-term memberships, such as college/university organizations.