

Curriculum Vitae Basics

What is a Curriculum Vitae?

A Curriculum Vitae (CV) is a document which describes one's academic and professional experience and is generally used for the purpose of job applications for faculty/academic positions at colleges and universities.

Compared to resumes—which may be condensed to provide highlights of relevant experiences—CVs tend to provide information about every academic and research experience. Sections commonly found in a CV but not in a resume include Research, Teaching, and Publications/Presentations. Entry level candidates and undergraduates with little teaching or research experience may find their resume and CV look quite similar.

In some countries, a CV and a resume are the same document, used for the same purpose. Research the conventions of the country in which you are applying before sending your CV or resume to an employer.

What is the difference between a CV and a resume?

There are several key differences between CVs used for academic institutions and resumes for industry. Having a good understanding of them can help you write a great CV. Here are the major differences between the two:

<u>Curriculum Vitae</u>	<u>Resume</u>
<ul style="list-style-type: none">• Used for academic positions (such as faculty and administrative positions) and PhD-level scientific positions	<ul style="list-style-type: none">• Used for most positions except faculty positions and PhD-level scientific positions
<ul style="list-style-type: none">• Typically, a complete list of all academic credentials and experiences	<ul style="list-style-type: none">• A concise summary of skills and experiences relevant to the position for which it is crafted
<ul style="list-style-type: none">• Target audience is usually faculty in your particular field of study	<ul style="list-style-type: none">• Target audience is any employer seeking to hire for a variety of positions
<ul style="list-style-type: none">• Attitude /tone: just the facts	<ul style="list-style-type: none">• Attitude / tone: self-marketing
<ul style="list-style-type: none">• No objective is included	<ul style="list-style-type: none">• Objective may be included (at top)
<ul style="list-style-type: none">• Can be any length	<ul style="list-style-type: none">• Typically 1-2 pages
<ul style="list-style-type: none">• Includes thesis titles and advisors' names for Masters and PhD degrees	<ul style="list-style-type: none">• Supervisors' names are not included
<ul style="list-style-type: none">• Volunteer experience is typically listed as "Service" and describes service to one's department, institution or profession	<ul style="list-style-type: none">• "Volunteer Experience" or "Community Engagement" is included in brief detail
<ul style="list-style-type: none">• Typically does not include non-academic interests or engagement	<ul style="list-style-type: none">• Typically does not include publications, presentations and courses taught
<ul style="list-style-type: none">• References are listed in the document, at the end	<ul style="list-style-type: none">• References are on a separate document, provided upon request

Tips to Keep In Mind When Writing Your CV

- Confirm with the potential employer whether a CV or resume is required or preferred
- Organize your first page to highlight your strengths. The first “experience” section should reflect the focus of the position for which it is being submitted (teaching or research, typically). Information at the top of the page stands out more than in the middle or bottom, as does information at the left-hand side versus the right-hand side
- Strive toward visual simplicity: use only one professional-looking font (e.g. Times New Roman); section headings should be bold, italics, or underlined to make them immediately visible
- Grammatical or spellings errors can cause your CV to be discarded
- Your header should include your name and contact information with following pages including your name and page number
- Be consistent; use the same format and style within each section
- Be sure to include status of publications listed: in progress, submitted, in revision, in press
- There is no need to title the first page as “Curriculum Vitae”
- Print your CV on white, ivory, or cream paper; print only on one side
- When attaching to documents in email: send them as pdfs, title the document with your name and description (MarySmith.CVandCoverLetter.Oct2012)
- Invite mentors, advisers, and professionals in your field to critique your CV for discipline-specific feedback

Common CV Categories

CV's are broken up into several categories to highlight various types of experiences and achievements. The most common categories-and the order in which they typically appear are as follows:

Education

Teaching Experience

Research Experience

Professional Experience

Grants

Publications

Presentations

Service

Professional Memberships

References

Other CV Categories

Depending on your background, you may find that adding or using a different category may help you better explain your experience in your particular field. The following are some examples of alternative categories you could use.

Areas of Concentration

Graduate Field Work

Advising

Teaching Interests

Administrative Experience

Articles/Monographs

Refereed Journal Articles

Technical Papers

Lectures and Colloquia

Workshop Presentations

Departmental Leadership

Advisory Boards

Certification / Licensure

Exhibits/Exhibitions

Fellowships

Patents

Continuing Education

Languages

Additional Information

CV samples: <http://www.careerhelp.umn.edu/cvs>

Creating and Maintaining Your CV: <http://chronicle.com/blogs/profhacker/creatingmaintaining-your-cv/26887>

To have your CV reviewed by one of our Career Counselors, simply schedule an appointment by calling our office at 612-624-2710.