

# Curriculum Vitae Writing Guide

A Curriculum Vitae ("CV" or "vitae") is a comprehensive, biographical statement emphasizing your professional qualifications and activities. In general, curricula vitae are three or more pages in length. Because a CV is similar to a resume, you may find the "The Resume Writing Guide" helpful. An advantage to the CV format is the significant freedom to choose the headings and categories for your information and the strength reflected in their arrangement.

## When is a Curriculum Vitae (CV) appropriate?

A CV should only be used when specifically requested. This might occur in the following instances:

- Applications for admission to Graduate or Professional Schools
- Independent consulting in a variety of settings
- Providing information related to professional activities (e.g., applications for professional memberships and leadership positions, and presentations at professional conferences)
- Proposals for fellowships or grants
- Applications for positions in academia, including: School Administration (e.g., elementary or secondary principals, superintendents, deans of schools)
- Institutional research and consulting
- Higher Education positions in teaching, research, and administration

## Cover Letters For CV's

Although a vitae is a complete record of your accomplishments, a cover letter should accompany your vitae to personalize your experience. Cover letters for positions that request a CV may exceed the onepage rule, but clarity and conciseness are important. The goal of the cover letter is to highlight and elaborate on pertinent themes using your own writing style. Remember that the quality of your writing will be examined.

## Proof Reading and Editing

Have your CV and cover letter critiqued by several people, including someone experienced at reading resumes and cover letters for their impressions and suggestions. Make the appropriate changes and present the revised version for critique. At least three revisions are usually needed to produce a solid product.

## Printing Your CV and Cover Letter

Your CV and cover letter should be word-processed on white resume paper. The envelope should always be a standard, business-sized of matching color. Unless your writing is extremely neat and easy to read, you should type your envelopes, by full name and title, specifically to the person you identified in your cover letter.

## Possible CV Sections

**Qualifications or Skills:** A summary of particular or relevant strengths or skills which you want to highlight. Typically, this is not included as a separate section, but addressed in other sections. Occasionally, however, it may be appropriate to list special computing or language skills.

**Education:** Listing of academic degrees beginning with the degree in progress or most recently earned. *Include:* name of institution, city and state, degree type (B.A., B.S., M.A., etc.) and area of concentration, month and year 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. If you are an undergraduate and your GPA is 3.5 or higher, it is appropriate to include it.

**Certifications:** List all relevant certifications and the year received.

**Honors and Awards:** Receipt of competitive scholarships, fellowships, and assistantships; names of scholastic honors; teaching or research awards.

**Relevant Experience:** Listing of positions (part-time, full-time, volunteer, temporary and permanent) related to the type of work sought. Include: department, firm, agency, or organization; complete name; city and state; job/position title; dates; also include a brief description of your activities/duties, using strong action verbs. List these in reverse chronological order.

**Other Experience:** Groupings of other experiences (including volunteer work and/or internships) can enhance your CV. Your experience can also be broken into other categories such as: Teaching, Counseling, Administration, Volunteer, Community, Internship, etc. Entries within each section should be in reverse chronological order.

**Grants Received:** Include name of grant; name of granting agency; date received; title or purpose of research project, etc.

**Professional Associations:** Memberships in national, regional, state, and local professional organizations should be listed. Also list significant appointments to positions or committees in these associations. Student memberships in professional associations are appropriate.

**Publications:** Give bibliographic citations (using the format appropriate to your particular academic discipline) for articles, pamphlets, chapters in books, research reports, or any other publications that you have authored or co-authored. In fine arts areas, this can include descriptions of recitals and art exhibits.

**Presentations:** Give titles of professional presentations (using the format appropriate to your particular academic discipline); name of conference or event; dates and location; if appropriate in your discipline, also include a brief description. Presentations should be listed in reverse chronological order.

**Recent/Current Research:** Description of research projects recently conducted or in progress. Include the type of research and a brief description of the purpose.

**Institutional Service:** List institutional committees you have served on, including offices held, student groups you have supervised, or special academic projects you have assisted with.

## Career Center

**Courses Taught:** List the names of courses you have taught, institution and dates where taught, and brief course descriptions.

**Community Involvement:** Appropriate and relevant volunteer work, church work, community service organizations, etc.

**Educational Travel:** Names of countries, dates, purpose (typically, only include if relevant to the position/grant for which you are applying).

**References:** Optional to end vita with statement "Available upon Request." If you are responding to an advertisement that asks for references, include those requested on a separate sheet with full contact information.