

## Curriculum vitae overview

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. 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. A CV should only be used when specifically requested. A curriculum vitae is often required for those:

- Applying to graduate or professional programs
- Seeking employment with international firms
- Independent consultants
- Promoting oneself within professional and academic fields
- Seeking adjunct positions

## 6 C's of effective CV's

Effective curriculum vitae are:

- **Conceptual:** positions you professionally in a visually appealing way
- **Current:** revised at least annually with relevant information and dates
- **Clear:** well organized, logical, readable, easy to understand
- **Concise:** contains only relevant information listed one time
- **Complete:** contains information about the qualifications you offer for the desired position
- **Consistent:** information presented in consistent order and format

## Curriculum vitae writing guidelines

Take a moment to review the curriculum vitae writing guidelines and curriculum vitae template we have prepared outlining the features of that tend to effectively position your education, skills, and experience to prospective employers.

## Preparing an effective curriculum vitae

1. Start by creating or gathering the following:
  - A professional objective describing your ideal job and organization.
  - Job descriptions related to your professional objective circling key words that describe the qualifications of the position.
  - List of accomplishment statements using the STAR model.

## Inventory of Accomplishment Stories

Accomplishment stories use previous accomplishments to illustrate skills put into action. They back up the bullets on your resume and inform the listener about the unique strengths that you can bring to your next employer. Great accomplishment statements capture the actions you took and the results you achieved and include the following items and make you look like a "STAR":

**S** cope of the task you set out to accomplish

**T** ask or goal of your work

**A** ctions you took

**R** esults you produced for the company

You will use your accomplishments in at least three places: the resume, marketing letters and face-to-face meetings. Make sure you have at least one accomplishment story for every bullet on your resume as well as for the key expectations of your desired role.

- Previous employment and volunteer history including: name of the organization, title, dates (in years) employed, key responsibilities and associated results.
- List of schools that you have attended back to the secondary level. Include the name of the educational institution, degree date (or dates of attendance), major or concentration, GPA, and any scholastic honors and extracurricular activities, and courses taken that you may be interested in teaching.

- List of any courses taught or training conducted, location, dates, and brief description of the course or training.
  - List of training programs of any relevant training that you have completed other than your formal education. Include the name of the course, who conducted it, principle course content, and dates you attended the training.
  - List of memberships in business or professional associations. Mention any offices you held or committees you served on.
  - List of licenses or certifications (e.g. CPA, MCESE, LPC, LP, LSW, etc.) and the year obtained.
  - List of non-work activities for community, political, and organized social activities that might show leadership or be relevant to prospective employers.
  - List of any languages (other than English) that you speak, read or write. Include your level or proficiency for each.
  - List of your technical skills.
  - List of authored publications in APA format.
  - List of professional presentations you have conducted in APA format.
  - List of 3 – 5 possible professional references including the name of the reference, organization where they work, their job title, relationship to you, and what skills or attributes they could be counted on to verify if called.
  - List anything else that might be relevant to a prospective employer.
2. Using the resources and samples mentioned below decide on a format for your curriculum vitae that conforms with the 6 C's of Effective CV's.
  3. Transfer the most relevant information for your next desired position onto the vita.
  4. Select high quality paper making sure that when your vita is photocopied that it still looks nice.
  5. Request feedback from people working in your field and revise your vita frequently to keep it current.

### **Words & phrases**

This list of words and phrases may be helpful to you as you compose accomplishments on your curriculum vitae.

### **Curriculum vitae samples**

We have prepared some sample curriculum vitae. In addition you can find samples on the following web sites:

- <http://jobsearchtech.about.com/gi/dynamic/offsite.htm?site=http://icc.ucdavis.edu/iccdocs/Reshlp.htm>
- <http://ucdavis.placementmanual.com/resume/resume-21.html>
- [http://www.resumesandcoverletters.com/sample\\_resumes.html#vita](http://www.resumesandcoverletters.com/sample_resumes.html#vita)

### **Curriculum vitae writing template**

Check out our curriculum vitae writing guide and curriculum vitae writing template for ideas about how to lay out your curriculum vitae and learn more about each section. This is meant to provide you with ideas as there are many different ways to format your curriculum vitae. This template is especially helpful if you have never created a curriculum vitae.