Curriculum Vitae

A curriculum vitae (CV) is biographical information about one's educational and professional background. The origin of the term is Latin and means "the course of one's life or career." Individuals with a Ph.D., M.D., J.D., M.A., M.S., M.F.A., or M.S.W. often use vitaes, as well as some individuals with a B.A., B.S., and/or professional experience. The document is used primarily for educational institutions, applications for professional (academic or administrative) positions, admissions to a professional- or graduate-level program, and/or for professional positions in which advanced levels of education and experience are required. Most B.A. and B.S. graduates in business, industry, government, and education (K–12) positions do not require a CV.

A two-page résumé is not a vitae, though two pages can constitute a vitae. It is not just the length of the document but the specific information within it that creates this difference. There is not a specific way to construct a vitae nor one way to format it, but there are a few standard guidelines. The document should be well-organized, intuitive, and error free.

Name and Contact Information
This should be on the first page; the following pages should include name and page number in the same header or footer location throughout the document. There is no need to type "vitae" on the first page.

Professional/Career/Vocational/Research Objectives
A brief sentence stating general goals or paragraph sharing both short- and long-term goals.

Education
List the names of universities, colleges, and professional schools attended in reverse chronological order, with the most recent or important first. Include degrees awarded and in-progress, diplomas, certificates, dates of graduation and/or attendance, major, minor, emphasis, and concentration details. Include strong GPA(s), where appropriate.

Thesis/Dissertation Abstract
A summary of a thesis or dissertation, full title, and date of completion are helpful in conveying specialized knowledge gained from advanced degrees. Some disciplines (such as chemistry or psychology) have specific editorial formats for abstracts.

Honors/Achievements/Awards
List and describe departmental, athletic, and dean's list awards; scholarships and fellowships; and community and professional awards in reverse chronological order or order of relevance. Briefly describe why you received the award.

Course Work
List courses in groups, with course titles and descriptions where appropriate. Do not list course numbers or abbreviations.

Research Interest(s)
Be as specific as possible regarding the description and scope of your research interest(s).

Research and/or Laboratory Experience
Provide detailed descriptions of experience and the ways in which this fits into a profession or a laboratory's ongoing research. Give the title of each project and information concerning its actual or potential publication. List the names and titles of professors or supervisors.

Teaching Interests and Experience
Describe teaching, tutoring, and group learning experience. Include whether or not you have written the syllabi, what texts were used, and the level of the class instructed (freshman, sophomore, graduate level, etc.).

Instrumentation Experience
Include computer hardware, photographic, and/or audio-visual programs with which you have technical competency. Include equipment model numbers where appropriate.

Special Skills
List foreign and computer languages, computer software (including edition or version information, where pertinent), leadership, organizational, and analytical skills.

Publications/Presentations/Works-in-Progress
These include works authored or co-authored with faculty or other colleagues. Provide appropriate bibliographic descriptions (list unpublished manuscripts only if they are being considered for publication). Artists and musicians should provide descriptions of works-in-progress. Provide detailed descriptions of presentations, particularly those on behalf of academic societies and professional associations. List title, organization name, location, and date in reverse chronological order.

Professional Associations/Learned/Scientific Societies
Include role, level of involvement, offices held, and group membership duration. Some examples include the American Chemical Society, Modern Language Association, and American Psychological Association.

Work Experience

This can include full-time, part-time, internship, volunteer, summer, and on-campus experience—listed together or separated by type. You may also separate by order of significance. Include the job title as designated by the company, the company or organization name, location (city, state), type of organization, dates, job duties and responsibilities, and promotions.

Community Service

List civic memberships, volunteerism, and each role, level of involvement, and office held.

Background

This is a space to include information for graduate and professional school applications (e.g., prolonged residence abroad and/or unusual educational work experiences). Do not include information on race, ethnicity, religion, gender, age, or political preference.

Co-curricular Activities

List all campus programs and may include role, level of involvement, and offices held.

Interests

List related, professionally applicable avocations where appropriate.

Travel

Include descriptions and length of visits for extensive domestic or international travel where applicable to course work or specific research.

References/Recommendations

References should be those willing to be contacted without direct communication from you and are completely optional.