

Curriculum Vitae Guide

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Objective

You will be able to develop a Curriculum Vita (CV) that emphasizes your strengths and achievements.

Purpose of a Curriculum Vita

The curriculum vitae, also called a vita, an academic resume, or CV for short, is a summary of one's personal history and professional qualifications submitted as part of a job, graduate school, or internship application process. In Latin the term means "the course of one's life."

Format

While there is no standard formula or template for preparing a vita, certain information should be included. Basic categories to include are:

Identification

Your name, full address, phone number with area code, and email (make sure it is professional) should be the first items on your vita. If you are at a temporary address, you can include this in addition to or in place of your permanent address, depending on your circumstances.

Career Objective

A career objective does not have to be included on your vita, but if you decide to include one make sure to state your objective as concisely as possible. The career objective can focus on any of the following: skills, education, population of interest, career area, type of organization, position title, or functional area. For additional assistance writing an objective, pick up a Career Objective Guide in the Career Center.

Education

Using reverse chronological order, list your most recent degree first followed by all other degrees earned or training received. Make sure to include the name of the degree, date of graduation, name and location of the institution. You may also include the title of your dissertation or thesis topic and the name of your major professor.



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Experience

List teaching, research, and related experience including graduate assistantships, internships and postdoctoral fellowships. Make sure to include your position title, name of the organization, the organization's location, dates, responsibilities, and accomplishments. **Using action words**, describe your experiences with short, results-oriented phrases. Some additional ways to describe or categorize your experience can be found in the next section. The following list of action words will help your vita appear more dynamic:

accomplish	control	furnish	order	staff
account	coordinate	guide	originate	start
achieve	correct	handle	organize	structure
act	counsel	hire	paint	submit
administer	create	implement	perform	supervise
advertise	dance	improve	persuade	supply
advise	delegate	increase	photograph	synthesize
analyze	demonstrate	influence	plan	talk
appraise	decrease	initiate	play	teach
appeal	decide	inspect	predict	test
arrange	design	install	prepare	train
assemble	determine	instruct	present	translate
assign	develop	interpret	preside	travel
assist	devise	interview	produce	tutor
attend	diagnose	invent	program	type
audit	direct	investigate	promote	understand
authorize	discover	judge	propose	verify
budget	document	landscape	provide	write
build	draft	lead	publish	
calculate	draw	learn	purchase	
catalogue	edit	listen	qualify	
chart	engineer	make	raise	
clarify	entertain	manage	read	
collect	establish	manufacture	recommend	
communicate	estimate	market	recruit	
compete	evaluate	measure	repair	
complete	exercise	meet	report	
compile	exhibit	mobilize	research	
compose	experiment	model	review	
conduct	explain	motivate	schedule	
contribute	facilitate	negotiate	select	
	formulate	operate	sell	
			serve	
			solve	
			speak	

Additional Vita Categories

In addition to the basic categories mentioned previously, other vita categories can be included. The important thing to remember is that a vita should be designed around the strengths and achievements of the individual. Some categories you may want to include are:

Academic Preparation

- Academic Background
- Education/Educational Background
- Educational Overview
- Professional Studies
- Degrees

Thesis

- Master's Project
- Comprehensive Areas
- Dissertation
- Dissertation Title

Professional Competencies

- Professional Highlights
- Course Highlights
- Proficiencies
- Areas of Knowledge
- Areas of Expertise
- Areas of Experience
- Professional Experience
- Professional Overview
- Professional Background
- Teaching Experience
- Experience Summary
- Experience Highlights
- Research Experience
- Administrative Experience
- Consulting Experience
- Related Experiences
- Project Management

Academic & Professional Service

- Association Leadership
- University Service
- Leadership
- Committee Leadership
- Departmental Leadership
- Activities
- Scholarly Presentations
- Conference Presentations
- Refereed/Non-Refereed
- Invited
- Convention Addresses
- Workshop Presentations
- Programs and Workshops
- Conference Participation
- Conference Leadership
- Publications

Memberships/Affiliations

- Professional Organizations

Professional Certification(s)

- Certificates
- Licensure
- Special Training

Teaching Interests

- Academic Interests
- Research Interests
- Educational Interests
- Professional Interests

Personal Data

Generally, personal data such as one's marital status, ethnicity, birth date, health, height and weight are not included on a vita. One reason for this is because a vita should focus on the individual's job-related abilities and potential. Inappropriate information can detract from one's professional qualifications and achievements so it is best to leave this type of data off your vita.

Length

Vitae vary in length depending on the unique experiences of the individual. The vitae of experienced candidates may naturally be longer than graduate students' vitae. Keep in mind that the relevance of the information contained in your vita is more important than the number of the pages filled.

Layout

Remember you are designing your vita to capture the reader's attention. Therefore, you want to pay attention to how you format your information. Make sure to put the most relevant information first. In addition, you may want to use italics, underlining, and bold features to highlight and emphasize certain category headings, position titles, organizations, etc.

Hints and Suggestions

DO's:

- Be clear, concise, careful, and consistent
- Be positive
- Have your vita critiqued by various people
- Proofread your vita many times
- Print copies on high quality paper
Paper color should be white or lightly shaded colors such as gray or cream
- Update your vita regularly
- Tailor your vita to each individual audience
- Keep one master document

DON'Ts:

- State salary requirements
- Give reasons for leaving employers
- Offer negative information
- Include irrelevant information
- Have spelling errors
- Be disorganized

Vita Critique

Finally, you may bring your vita to The Career Center for a vita critique by a Career Advisor. No appointment is necessary. Bring an electronic and paper copy. You can also use the Career Center's Employability Skills Lab to make changes as needed.

Sources of Additional Information

The Academic Job Search Handbook	VH4
The Curriculum Vitae Handbook.....	VAA5
How to Prepare Your Curriculum Vitae.....	VAJ31
From CV to Resume.....	VA T45
The Higher Education Job Search: Guide for Prospective Faculty Members	VA 56
The Compleat Academic: A Career Guide	IIB 19-3030 D3

