

The Curriculum Vitae:

What is a Curriculum Vitae?

A Curriculum Vitae [pronounced VEE-tie] loosely translates from Latin and means "course of life." A CV is a general overview of someone's professional experience, accomplishments, and general qualifications for a position.

When is a CV used?

A CV is most often used for job and graduate school applications. Employers often request a CV in lieu of, or as a complement to, a traditional resume.

Why is a CV used and how is it different from a resume?

A CV is generally more detailed than a traditional resume. CVs are often used for academic and research positions; the detail and specificity of a CV allows candidates to include their experience, knowledge, and qualifications in ways that resumes do not often allow. Because CVs are often longer than a resume, applicants can use them to illustrate specific details.

Do I need a CV?

In short, yes. CVs are becoming more popular in business and professional fields due to their specificity. Even if you have never been required to submit a CV, it is a good idea to know the document's basic format and style.

How do I begin constructing a CV?

CVs can include many things, so the first step involves writing down aspects of education, professional work experience, specialized skills, publications, presentations, and other experience that may be relevant to a particular job.

Basic Content Areas for a CV:

- Education
- Employment
- Special Skills
- Publications
- Awards and Grants/Proposals
- Associations/Memberships
- Other Scholarly Activities
- References

Organizing Content Areas of a CV:

Education:

Include all academic institutions you have attended, the years you attended, and the degrees earned; it may also be beneficial to include who you studied under or the name of your primary academic adviser. In some instances, it may also be beneficial to include the title of your thesis or dissertation as this will further indicate your area(s) of study. When applying for an academic position (such as a Ph.D. program, this will likely be the first section of your CV)

Employment:

In this section, it will be most beneficial to include employment you've had that applies to the job or position you are currently applying for. This can include positions you've held at the universities you've attended, or outside employment that may be of interest to prospective employers. In this section, you will want to include major duties and responsibilities of the position and a general sense of the jobs you performed while serving in a position. It may also be beneficial to include your major accomplishments while in a position (grants earned, proposals written, courses you've designed, changes you're responsible for implementing, etc.) If you have extensive employment experience, or applying for a specific job, this may be the first section of your CV. If your employment experience is limited, however, it may look better to lead your CV with information related to your education.

Special Skills:

If you have specific knowledge and skill in a particular area, either related to, or separate from, the job you are applying for, it may help to note those skills and experiences. Specific computer or technical knowledge is the most common skills included here. If you are particularly familiar with specific computer programs, technical equipment, or are specifically licensed to do something, be sure to include that information. This section is typically listed right before your references.

Publications and Presentations:

If you have been an author on a paper, a book, or some other publication, you need to list the name of the document and the publication in which it appeared. If you have been a speaker at a conference or have chaired a presentation, include the title of the presentation, the conference, and the year. In some instances, especially if you have extensive publishing and presenting experience, you may want this section to follow your professional experience.

Awards and Grants/Proposals:

If you have received professional or academic awards or scholarships, include that information in this section. It may be beneficial to include the specific name of the award or scholarship and the amount awarded. Likewise, if you have written grant proposals or received money from specific proposals, you will want to include the name of the grant and the organization that sponsored it.

Associations/Memberships:

Any professional or academic organization to which you belong, or have been a member of, should be included here. You will want to include the name of the organization and the years of your membership.

Other Scholarly Activities:

This section can include volunteer work or other activities related to your academic or professional career. This section of your CV may also include projects you have been a part of or activities you have taken part in. This is a relatively uncommon section of CVs, and is only included if you have specific reason to do so.

References:

You should choose individuals whom you have worked closely with or who know you particularly well. Your references should be able to give specific details about your academic and professional

performance, and should be able to also comment on you personally. Be careful to choose individuals who will recommend you highly; also, be sure to receive permission before formally using someone as a reference. You may indicate that references will be available upon request, but most prospective employers would prefer to have that information available with your application or CV.

General Curriculum Vitae Format:

<input type="checkbox"/> <input type="checkbox"/> Name/Contact Information:	Faculty Address
Home Address: City, State, ZIP	Faculty Rank
Home Telephone	Primary Department
Email address	Office Telephone

Education:

Degree	Area	Year Granted	College/University
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Be sure to include this information for undergraduate, graduate, and Ph.D. experience

Other Education/Special Courses:

Course	Location	Description	Date
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This information may pertain to non-degree specific courses or other academic experience

Research Interests:

This section may include professors you have worked under/for or the specific titles of your thesis or dissertation. You may also want to include other areas of interest that are relevant to the other content of your CV.

Professional Experience (Academic Appointments):

Title	Employer	Date	Major Responsibilities/Duties
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Non-Academic Employment:

Title	Employer	Date	Major Responsibilities/Duties
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Publications:

Published Books: Author, Title, Publisher, Publication Year, No. Pages

Published Book Chapters: Chapter Title, Text Title, Editor, Publisher, Location, Year

Published Peer-Reviewed Journals: Author, Title, Journal Name, Vol., No., Date, Page No., Type of review (peer, edited, etc.)

Published Conference Papers: Author, Title, Name of Conference, City, State, Country (if foreign), Vol. No. Date

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Published Conference Abstracts: Author, Title, Name of Conference, Organizing Society, City, State, Country (if foreign,) Vol., No., Date

Published Reports: Author, Title, Submitted to (agency name), Date, Page number.

Published Reviews: Author, Title, Journal, Vol., No., Date, Page Nos., Type of review (peer, editor, etc.)

Professional Presentations: Author, Title, Conference/Organization, Location, Dates

Proposals and Grants:

Role (Author, co-author)	Agency	Title	Amount	Date Awarded
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Specific Notes on International CVs:

- British CVs may include a personal profile, a bulleted list of specific skills, Birthday, gender, or hobbies. Much of this information is not only **not** required on U.S. CVs, but it may be illegal for employers to specifically request information on your age, gender, or race.
- In Germany and some southeast Asian nations, such as Korea, it is common practice to include a photo of yourself with a CV or application. Do not include a photo of yourself unless requested by an employer.
- Check with employers or institutions on specific requirements for CVs. Many employers will have a specific format they expect applicants to follow.
- It may also be beneficial to contact human resources department of an academic institution or private business to ensure you have not accidentally omitted a required section of the CV.

Common Faux pas for CVs:

- A CV that is longer than two (2) pages is typically too long. Academic CVs can be much longer than this, however. Academic CVs typically include a lengthy list of publications, presentations, and courses taught; this may significantly increase the length of a CV. Remember that a CV should highlight only your most positive attributes and skills. Additional information can be discussed in an interview.
- Writing anything pejorative about a former employer or academic institution. A CV should be an objective summary of your accomplishments; speaking ill of anyone in your CV will generally look unprofessional.
- Including any information that is not truthful. Most employers will heavily vet applicants and expose any untruths on your CV.
- Implying skills or knowledge that you do not have.
- Padding your CV with irrelevant information or unimportant details. Although a CV should be thorough, you must consider the details an employer will be most interested in. Including superfluous detail may detract from your skills, ability, and experience.

Sample CV:

John Smith
Street, City, State, Zip
Phone: 555-555-5555
Cell: 555-666-6666
email@email.com

Objective:

Assistant Professor, Psychology

Education:

Ph.D., Psychology, University of Minnesota, 2006
Concentrations: Psychology, Community Psychology
Dissertation: A Study of Learning Disabled Children in a Low Income Community

M.A., Psychology, University at Albany, 2003
Concentrations: Psychology, Special Education
Thesis: Communication Skills of Learning Disabled Children

B.A, Psychology, California State University, Long Beach, CA, 2000

Experience:

Instructor, 2004 - 2006
University of Minnesota
Course: Psychology in the Classroom

Teaching Assistant, 2002 - 2003
University at Albany
Courses: Special Education, Learning Disabilities

Research Skills:

Extensive knowledge of SPSSX and SAS statistical programs.

Presentations:

Smith John (2006). The behavior of learning disabled adolescents in the classrooms. Paper presented at the Psychology Conference at the University of Minnesota.

Publications:

Smith, John (2005). The behavior of learning disabled adolescents in the classroom. Journal of Educational Psychology, 120 - 125.

Grants and Fellowships:

- RDB Grant (University of Minnesota Research Grant, 2005), \$2000
- Workshop Grant (for ASPA meeting in New York, 2004), \$1500

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Awards and Honors:

- Tredar Scholar, 2005
- Academic Excellent Award, 2003

Skills and Qualifications:

- Microsoft Office, Internet
- Programming ability in C++ and PHP
- Fluent in German, French and Spanish

References:

Excellent references available upon request.