



Developing a Curriculum Vita/Vitae

A curriculum vita is a type of resume traditionally used in the academic community. It is a way to market oneself and to promote your skills and abilities to potential employers. Earned degrees, research, teaching experience, presentations, publications, collegial activities and any other related recognitions are listed in a CV.

Although there is more than one way to format your vita, there are several general requirements that should be followed. All curriculum vitas must include name and address, education, and relevant experience.

Heading

Your name, address, and telephone number should appear at the top of the page. Your name should be consistent with all legal documents. An e-mail address can be added if it is checked daily during the job search. Make sure your e-mail address is professional.

Education

Graduate and undergraduate degrees should be listed in reverse chronological order. Include the academic discipline, names and locations of educational institutions, and dates degrees were conferred. Grade-point averages may be included if your GPA is 3.0 or higher. Specific coursework may be included if it is relevant to the position you are applying. If all requirements for a degree have not been met, you can include an anticipated graduation date.

Experience

Past relevant experience should be listed in reverse chronological order. List all research, teaching, and related experience including graduate assistantships, internships, and postdoctoral fellowships. Include your job title, employer, city and state of the employer, employment dates, and a description of your duties and accomplishments. Phrases are acceptable when listing your duties, as personal pronouns should not be used on your vita. Start each phrase with an action verb as a way to attract the reader's attention.

Additional Headings

Additional headings can be used as a way to illustrate your unique experiences, background and interests. Choose categories that emphasize your achievements and strengths that are appropriate for the position to which you are applying.

Some headings that may be considered include:

- Dissertation Title or Topic
- Master's Project
- Thesis
- Course Highlights
- Proficiencies
- Graduate Fieldwork
- Teaching Interests
- Postdoctoral Experience
- Professional Interests
- Professional Summary
- Research Experience
- Academic Accomplishments
- Career Achievements
- Advising
- Service
- Outreach
- Faculty Leadership
- Committee Leadership
- Advisory Committees
- Conferences Attended
- Workshop Presentations
- Programs and Workshops
- Professional Activities
- Publications
- Bibliography
- Books
- Chapters
- Professional Papers
- Technical Papers
- Articles
- Book Reviews
- Research Awards
- Grants and Contracts
- Exhibits/Exhibitions
- Scholarships
- Fellowships
- Honors and Awards
- College Activities
- Professional Memberships
- Certification
- Licensure
- Foreign Study
- Credentials

Points to Remember

1. Proofread your vita for spelling or grammatical errors.
2. The length of your curriculum vita should depend on the amount of relevant experience and additional headings. A new graduate will typically have a one or two page CV.
3. Do not include personal information such as age, sex, race, religion, physical characteristics, or family information.
4. Type your CV in a 10-12 size font using Arial or Times New Roman style.
5. Make sure the format is consistent and looks professional. For example, if you boldface one heading, boldface *all* headings.
6. Print your vita using a high quality cotton bond resume paper in a neutral color.
7. Never lie. Employers take fraud seriously. Protect your career by telling the truth.