CURRICULUM VITAE GUIDE

WHAT IS A CURRICULUM VITAE?

Often referred to as a CV, a curriculum vitae is an exhaustive listing of the significant achievements in your career. This includes education, research, work experience, publications, presentations, and anything else you've done in your professional life. Think of a CV as a complete account of everything that qualifies you as an expert in your field.

In the U.S., a curriculum vitae is primarily used in fields where research, publications, and presentations are of great importance, such as:

➤ Academia

➤ Medicine

➤ Law

➤ Research outside of Academia

Take note: Outside the U.S., the term CV refers to something closer to a resume.

FORMAT

- Many of the same rules to creating a resume as to a CV. See the UCC Resume Guide for general information on layout and format

- There is no page limit for a CV, it is standard for a PHD level student or professional to have a CV that is up to 10 pages

- If using the CV to apply to school, it may be helpful to look at the CVs of prominent faculty members in that program

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HEADING AND CONTACT INFORMATION

Like on a resume, your name and contact information should be the heading of your CV.

Be sure to include:

- Name (you may choose to use personal pronouns) — use larger font than any other sections on resume
- Email
- Phone Number — include one number that is best to reach you at.
- Address (optional)
- Customized LinkedIn profile URL (example: http://linkedIn.com/in/FirstNameLastName), or links to personal websites, and digital portfolios (optional)
- You do NOT need to include your birthdate, social security number or other personal information

EDUCATION

- List all college degrees earned or in progress with names of institutions, locations, and dates completed/expected in reverse chronological order.
- Official degree titles and major(s)/minor(s) — (example: "Bachelor of Arts," "Master of Science")
- Graduation date — use the words "anticipated" or "expected" or the date range for the time you have been at UofL.
- You may Include the title of thesis and/or dissertation or list it as a separate section with expanded information
- GPA and scale (optional — recommended for GPAs that are >3.0) — example: 3.5/4.0.
- If you have more than one school or degree, list them in reverse chronological order.

TEACHING EXPERIENCE/WORK EXPERIENCE/RESEARCH EXPERIENCE

This could be three separate sections, or combined depending on how much experience you have in each section.

Additional Tips:

- Like a resume, describe your past and current work, research, and teaching experience with strong, well written bullet points that explain duties and achievements. See the UCC Resume Guide for examples of how to use the SOAR method to create accomplishment statements.

- Use action verbs when describing experiences and avoid repeating the same action verbs in your accomplishment statements.
- Try to avoid using common verbs like "assisted, handled, etc." and switch it up by utilizing strong, compelling action verbs that will catch the readers' eyes.
- Check out the Resume Action Words tip sheet on our website to get some inspiration for your resume accomplishment statements.
- Include multiple titles and responsibilities if you had multiple roles at one organization.
- Information should always be in reverse chronological order.

Depending on your history and experience, other sections may include:

- Scholarships
- Fellowships
- Study Abroad
- Conference Attendance
- Conference Presentations (including poster presentations)
- Publications
- Articles
- Professional Affiliations
- Thesis/Dissertation
- Languages
- Honors & Awards
- Advanced Trainings/Certifications
- School/Community activities
- Leadership positions
- Significant Class Projects
- Teaching Experience/Student Teaching

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