

Curriculum Vitae



What is the CV? What should it do?

CVs are like resumes as they both are written representations of career development. CVs are usually used in university settings by people seeking academic jobs, admission into academic programs, or academic awards. Therefore, a CV will focus on academic related experiences and often will exclude non-academic experiences—that is, unless those non-academic experiences would be of interest to the person reading the CV. Aside from the specific content focus in a CV and resume, the two are different with regard to one important factor: length. While resumes are often abbreviated and tailored more directly to specific job openings, CVs often list anything and everything connected with the formation of a scholarly identity. Listing information should be done with levels of importance in mind.

How can you get started on your CV?

- Familiarize yourself with the job you're applying for. Brainstorm about what experiences and skills your potential employer would like to know about.
- Search for CVs written by your professors or by scholars from your field to get a sense of the different ways you can organize your CV.
- Update your CV on a consistent basis to make sure it's current and reflective of all of your academic experiences and accomplishments.

What are some common features of a CV?

- Name
- Contact information (address, phone number, email address)
- Education
- Academically related employment
- Research (projects, publications)
- Reference list

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What are some common conventions of a CV?

This is actually a trick question. There exists no one way to format or present the CV; however, there are conventions that should be kept in mind:

- Be concise. If your descriptions ramble a great deal, then it dilutes the experience of each for the reader, who you most certainly would like to impress. This includes being able to use incomplete sentences such as "Executive Assistant (2010-2013). Took meeting minutes. Organized file system." This is a space- and time-saving activity for the reader that emphasizes the content, rather than the structure
- Speaking of structure, make sure to maintain parallel structures throughout your CV. If you describe your duties for a job in one way on a portion of the CV, make sure to do so throughout.
- Bullet points are frequently used on resumes, but less frequently used on CVs. This is mostly a matter convention.