

Academic Service

Advising
Professional Service
University Involvement
Service
Outreach
Faculty Leadership
Major Committees
Committee Leadership
Departmental Leadership
Professional Association Advisory Boards
Major University Assignments
Conferences Attended
Conferences Participated
Conferences Presentation
Conference Leadership
Workshop Presentations
Convention Addresses
Lectures and Colloquia
Scholarly Presentations
Programs and Workshops
Professional Activities
Presentations and Publications
Publications
Scholarly Publications
Scholarly Works
Bibliography
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Professional Papers
Technical Papers
Refereed Journal Articles
Editorial Appointments
Articles/Monographs
Reviews

Research Awards

Grants and Contracts
Patents
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Scholarships

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Honors
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Activities and Distinctions
Honors and Awards
Prizes
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Affiliations

Memberships
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Professional Organizations
Honorary Societies

Professional Certification

Certification
Licensure
Endorsements
Special Training

Credentials

Dossier
Placement File
Recommendations
References

Source: *The Curriculum Vitae Handbook*, by Rebecca Anthony and Gerald Roe



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Bloomington

Writing a Curriculum Vitae (CV)

Purpose of a CV

In the US, a Curriculum Vitae (or CV) is generally used in academic settings. For example, a CV might be required instead of a resume to apply to graduate school, apply for funding or fellowships, or to apply for academic jobs.

Crafting your CV with the reader in mind is key. Most of the time, the reader is a faculty member or an academic administrator. Since this type of reader is most interested in your academic career, a CV highlights your education, academic achievements, and related kinds of experiences. As your academic career progresses, you will update your CV accordingly. There is no page limit in the length of a CV.

Honesty in your CV is critical. It is important that you list your education, publications, and experiences accurately.

This handout gives general guidelines regarding CVs. Keep in mind that different disciplines have different standards regarding format and content. Ask a mentor in your area of study to review your CV before you send it out.

Content of a CV

A CV typically includes several sections that are relevant to your academic career. The order and level of detail within each section depends on the kinds of opportunities or contexts for which you will use your CV. Consider creating a “master” CV which includes all of the following sections. Once you identify an opportunity you want to pursue, use your master CV as the starting point and tailor it to the specific opportunity. The sections of a CV include:

Contact information:

- Include your name, full mailing address (list both permanent and local addresses, along with effective dates, if you will be moving soon), phone number and e-mail address
- Your name should be the largest item on the page

Education:

- List your education in reverse chronological order (most recent first)
- For each educational experience, include:
 - The name of the institution, and the city and state where it is located
 - The degree you will earn. Spell out the degree (e.g., Bachelor of Arts); do not use abbreviations
 - The month and year you earned (or will earn) the degree
 - Your majors, minors, and concentrations
- If you are in the Honors program of your discipline and wrote a thesis, include your thesis title or topic, the name of your advisor, and his or her department
- Mention any honors or awards that you received while in the institution (e.g., Dean's Lists, Achievement Awards)

Research experience: If you are applying for a Ph.D. program or for any program that emphasizes research, your research experience section will follow your education section.

- List all research experiences you have had (including your thesis experience if applicable)
- Use reverse chronological order (most recent first)
- For each experience, include:
 - The name of the institution or organization and the city and state where it is located
 - The start and end dates
 - The title you had while performing your research (e.g., undergraduate research assistant)
 - For graduate school applications, briefly describe the skills you gathered while performing the research (e.g., literature review, data collection and analysis, writing, presenting). The reader should see that you have gained knowledge and skills in doing research and that, as a graduate student, you will be able to conduct research effectively.

Publications: If you are an author on any academic publication (peer-reviewed article, invited article, book chapter), list your publications according to the format used in your discipline (e.g., APA style).

Presentations: If you presented the results of your research at a conference or in another setting, list your presentations according to the format used in your discipline.

Teaching experience: If you are applying for a Ph.D. program or for any program that includes a component of teaching, your teaching experience section will demonstrate that you have the potential to become a good teacher. If you have not taught but have tutoring experience, you can include a tutoring experience section instead of a teaching experience section.

- List all teaching experiences
- Use reverse chronological order (most recent first)
- For each experience, include:
 - The name of the institution or organization and the city and state where it is located
 - The start and end dates
 - The title you had while teaching (e.g., undergraduate teaching assistant)
 - Describe the skills you gathered while teaching (e.g., class and quiz design, grading, presenting). The reader should see that you have gained knowledge and skills in teaching and that, as a graduate student, you will be able to teach effectively.

Leadership or community experience: The goal of this section is to show the reader that you are going to be a contributing member of the department. Examples of previous involvement in your community will demonstrate that you will likely be invested in your department.

- List all leadership and community experiences you have had (make sure to emphasize the experiences you have had in a higher education)
- Use reverse chronological order (most recent first)
- For each experience, include:
 - The name of the institution or organization and the city and state where it is located
 - The start and end dates
 - The title you had (e.g., treasurer or social chair)
 - Describe the skills you gathered (e.g., event planning, project management, collaborations with staff and faculty). The reader should see that you have gained knowledge and skills in being a leader or a member of a team. These examples will show that you will be able to contribute to your department.

Additional experiences: If applicable, include other experiences that are relevant to what you are applying for. Remember that different disciplines have different standards for CV content. Make sure to check the CVs of faculty members on the internet and ask mentors for a critique of your CV so it will be consistent with the standards of your discipline.

Format of a CV

Don't get committed to one version or one format. Tailor your CV to the opportunity you are pursuing and ask mentors or CDC advisors to critique your CV before sending it out.

Attention to detail is key in academia! Therefore:

- Be consistent with grammar and format (e.g., bolding and underline)
- Do not use abbreviations or course numbers specific to your institution
- Your CV can be as long as necessary to include your RELEVANT academic achievements
- Use white space and formatting to make your CV easy to read
- Use font size 11 minimum (select one font and stick with it)
- Proofread and have a friend, mentor, or CDC advisor read your CV as well!

More information and samples

General:

- CVs for graduate students (from the Brown University Career Development Center):
http://careerdevelopment.brown.edu/grads/acad_app.php#cv
- CV overview (from the UC Berkeley Career Center):
<http://career.berkeley.edu/Phds/PhDCV.stm>

Physical and life sciences:

- Creating an effective CV (from MIT Career Services):
<http://web.mit.edu/career/www/workshops/CV/links.html>
- How to craft a winning CV/resume (from ScienceCareers.org):
http://sciencecareers.sciencemag.org/career_development/tools_resources/how_to_guides/how_to_craft_a_winning_resume

Social sciences and humanities:

- CV for the social sciences (from the Chronicle of Higher Education):
<http://chronicle.com/jobs/tools/cvdoctor/2007/03.htm>
- CV pages (from the Duke Career Services):
http://career.studentaffairs.duke.edu/graduate/find_job/apply/cv.html

Potential CV categories

Education

Educational Background
Educational Overview
Professional Studies
Academic Background
Academic preparation
Academic Training
Degrees
Principal Teachers
Dissertation
Dissertation Title
Dissertation Topic
Comprehensive Areas
Master's Project
Thesis

Professional Competencies

Course Highlights
Educational Highlights
Proficiencies
Areas of Knowledge
Areas of Expertise
Areas of Concentration in
Graduate Study
Graduate Field Work
Graduate Practica
Internships
Teaching/Research Assistantships

Teaching Interests

Academic Interests
Research Interests
Educational Interests

Professional Interests

Professional Experience
Professional Overview
Experience Summary
Experience Highlights
Research Experience
Academic Accomplishments
Professional Achievements
Career Achievements
Career Highlights
Background
Research Overview
Administrative Experience
Consulting Experience
Continuing Education Experience
Related Experiences

Foreign Study

Study Abroad
Travel Abroad
Languages
Language Competencies