



THE CENTER FOR ACADEMIC ADVISING & CAREER ENGAGEMENT

Curriculum Vitae (CV): A Course of Life

A curriculum vitae (CV) is used by individuals seeking postsecondary teaching/research positions, fellowships, grants and postdoctoral positions. It presents your full history of academic credentials and will vary in length.

Primary Differences Between a CV and a Resume

- A CV emphasizes academic accomplishments vs. skills
- The length of a CV varies based on experience and publications; a resume is 1-2 pages
- A CV includes leads with education, professional profile, names of advisors, dissertation title, summaries; a resume leads with work experience after a year or two upon graduation
- There are many more categories of information included in a CV than a resume

Formatting

CVs should be visually appealing and easy to scan and, like a resume, should be tailored to each position for which they are submitted.

- Keep styles, fonts, and alignment consistent throughout the document.
- List entries only once and not in multiple categories.
- Use short phrases, bullet points, and action verbs as would be done in a resume.
- Place categories in order of importance and/or relevance to the position or career field.
- Include your first and last name as well as a page number on each page.
- Avoid using personal pronouns.

Common Category Titles

Use the list below for ideas of categories to include in a CV. Note that, especially new professionals, will not have information to put in each of these categories. Students should simply select the categories under which they can provide information.

Education	Thesis/Dissertation	Certifications	Committees
Service	Volunteer Work	Teaching Experience	Internships
Fellowships	Grants	Research Experience	Awards
Presentations	Honors	Workshops	Seminars
Graduate Courses	Publications	Leadership	Activities
Employment	Social Affiliations	Conferences	Clinics
Exhibitions	Languages	Licenses	Scholarships