

Curriculum Vitae Guide and Sample



A curriculum vitae (CV) is essentially a longer version of a resume that includes a full history of academic credentials, including information such as teaching experience, publications, awards, and professional affiliations. Master's or Ph.D. candidates pursuing careers in teaching or research are recommended to prepare a CV, but students applying to graduate school or pursuing careers in other fields, such as health care, may also be asked to submit a CV.

Main Differences Between a CV and a Resume

- A CV does not have a length limit, but each page should still be filled.
- It is more common to 'name drop' in a CV than in a resume. For example, in a resume you might list the title of a professor with whom you did research, but in a CV you would also list the professor's name.
- A CV does not include an objective but instead includes a Professional Profile or Summary of Qualifications.
- 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
Professional Development		Professional Affiliations	

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PROFESSIONAL PROFILE

- Description of overall experience, skills, and accomplishments
- Description of overall experience, skills, and accomplishments
- Description of overall experience, skills and accomplishments

EDUCATION

Doctor of Philosophy Degree in _____, name of university, city, ST **Grad date**

Dissertation: Title

Master of Science Degree in _____, name of university, city, ST **Grad date**

Thesis: Title

Bachelor of Science Degree in _____, name of university, city, ST

Grad date

HONORS AND AWARDS

Recipient, Academic Excellence Award, name of university, city, ST **Date received**

Nominee, XXXX of the Year Award, name of university, city, ST **Date received**

Recipient, XXXX Scholarship, name of university, city, ST **Date received**

PROFESSIONAL/ACADEMIC EXPERIENCE

Title, name of organization, city, ST **Dates**

- Description of experience; highlight achievements and skills
- Description of experience; highlight achievements and skills

Title, name of organization, city, ST **Dates**

- Description of experience; highlight achievements and skills
- Description of experience; highlight achievements and skills

Title, name of organization, city, ST **Dates**

- Description of experience; highlight achievements and skills
- Description of experience; highlight achievements and skills

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RESEARCH EXPERIENCE

Research topic, name of university, city, ST **Dates of research**

- Description of research (mention professor name and title if applicable)
- Description of research

Research topic, name of university, city, ST **Dates of research**

- Description of research (mention professor name and title if applicable)
- Description of research

CERTIFICATIONS

Name of certification, organization certified through **Date received**

Name of certification, organization certified through **Date received**

PUBLICATIONS

Formal citation of publication including date published

Formal citation of publication including date published

PROFESSIONAL AFFILIATIONS

Member, name of organization **Dates in role**

President, name of organization **Dates in role**

Chair of XXX, name of organization **Dates in role**

PROFESSIONAL DEVELOPMENT

XXX Conference, name of organization host **Date(s)**

XXX Seminar, name of organization host **Date(s)**

Webinar XXX, name of organization host **Date(s)**