

CURRICULUM VITAE (CV)



Latin for “course of life.”

HOW ARE RESUMES AND CVS DIFFERENT?

- A resume is a brief summary of education and experience. Typically 1-page and highly tailored to the opportunity.
- A CV is a more thorough synopsis and is traditionally used for individuals looking for employment in academic, research, or scholarly positions.

WHAT TO INCLUDE IN YOUR CV?

Contact Information:

- Contact information (no photos)
- Brief bio

Education & Work History:

- Full list of degrees
- Thesis or dissertation information
- Work history (including internships)
- Teaching experience
- Research experience
- Laboratory experience
- Field experience
- Leadership experience
- Related volunteer work

Skills:

- Languages
- Computer Programs
- Specialized knowledge (i.e. lab skills)

Accomplishments:

- Honors/awards
- Grants/scholarships
- Fellowships

Publications and Presentations

Professional Associations/Memberships

Professional References (not required)

Other Possible Sections:

- Study abroad
- Exhibitions
- Professional licenses
- Consulting work
- Professional development

WHAT ABOUT FORMATTING?

- Organize it using topical headings and be considerate in how you lay out and order it
- Make sure your CV is clear of any and all grammatical and spelling errors
- Make sure your font is readable and you are consistent with formatting you decide to use

“Every accomplishment begins with the decision to try.”