

Curriculum Vitae

**Career
Center**

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**Start by picking up a
Resume Writing and Cover Letter Writing Packet**

What is a Curriculum Vitae

A Curriculum Vita ("CV" or "vita") is a comprehensive, biographical statement emphasizing your professional qualifications and activities. In general, curricula vitae are three or more pages in length. Because a CV is similar to a resume, you may find the "Resume and Cover Letter Construction" guide helpful. An advantage to the C.V. format is the significant freedom to choose the headings and categories for your information and the strength reflected in their arrangement.

When Is A Curriculum Vita Appropriate

A CV should **only** be used when specifically requested. This might occur in the following instances:

- Applications for admission to Graduate or Professional Schools
- Independent consulting in a variety of settings
- Providing information related to professional activities (e.g., applications for professional memberships and leadership positions, and presentations at professional conferences)
- Proposals for fellowships or grants
- Applications for positions in academia, including:
 - ◆ School Administration (e.g., elementary or secondary principals, superintendents, deans of schools)
 - ◆ Institutional research and consulting
 - ◆ Higher Education positions in teaching, research, and administration

Cover Letters For CV's

Although a vita is a complete record of your accomplishments, a cover letter should accompany your vita to personalize your experience. Cover letters for positions that request a CV may exceed the one-page rule, but should still be clear and concise. The goal of the cover letter is to highlight and elaborate on pertinent themes using your own writing style. Remember that the quality of your writing will be examined.

Proof Reading and Editing

Have your CV and cover letter critiqued by several people, including someone experienced at reading resumes and cover letters, for their impressions and suggestions. Make the appropriate changes and present the revised version for critique. At least three revisions are usually needed to produce a solid product.

Printing Your CV and Cover Letter

Your CV and cover letter should be printed on white resume paper. The envelope should be an 8 1/2 X 11 inch envelope so you don't have to fold your resume. Unless your writing is *extremely* neat and easy to read, you should type your envelope, using full name and title of the person you identified in your cover letter.

Possible Sections To Include In Your C.V.

Heading	Name, address(es), and phone number(s), including area code(s)
Education	Listing of academic degrees beginning with the degree in progress or most recently earned. Include: name of institution; city and state; degree type (B.A., B.S., M.A., etc.) and area of concentration; month and year degree was (will be) received. Note: You may wish to include the title (using the format appropriate to your particular academic field) of your thesis. If you are an undergraduate and your GPA is 3.5 or higher, it is appropriate to include it. You may also include "Relevant Coursework" under this heading.
Certifications	List all relevant certifications and the year received.
Honors and Awards	Receipt of competitive scholarships, fellowships, and assistantships; names of scholastic honors; teaching or research awards.
Relevant Experience	Listing of positions (part-time, full-time, volunteer, temporary and permanent) related to the work sought. Include: department, firm, agency, or organization; complete name; city and state; job/position title; dates; also include a brief description of your activities/duties, using strong action verbs. List these in reverse chronological order.
Other Experience	Groupings of other experiences (including volunteer work and/or internships) can enhance your C.V. Your experience can also be broken into other categories such as: Teaching, Counseling, Administration, Volunteer, Community, Internship, etc. Entries within each section should be in reverse chronological order.
Grants Received	Include name of grant; name of granting agency; date received, title or purpose of research project, etc.
Professional Associations	Memberships in national, regional, state, and local professional organizations should be listed. Also list significant appointments to positions or committees in these associations. Student memberships in professional associations are appropriate.
Publications	Give bibliographic citations (using the format appropriate to your particular academic discipline) for articles, pamphlets, chapters in books, research reports, or any other publications that you have authored or co-authored. In fine arts areas, this can include descriptions of recitals and art exhibits.
Presentations	Give titles of professional presentations (using the format appropriate to your particular academic discipline); name of conference or event; dates and location; if appropriate in your discipline, also include a brief description. Presentations should be listed in reverse chronological order.
Recent/Current Research	Description of research projects recently conducted or in progress. Include the type of research and a brief description of the purpose.
Institutional Service	List institutional committees you have served on, including offices held, student groups you have supervised, or special academic projects for which you have assisted.
Courses Taught	List the names of courses you have taught, institution and dates where taught, and brief course descriptions.
Community Involvement	Appropriate and relevant volunteer work, church work, community service organizations, etc.
Educational Travel	Names of countries, dates, purpose (typically, only include if relevant to the position/grant for which you are applying).
References	Optional to end vita with statement "Available upon Request." If you are responding to an advertisement that asks for references, include those requested on a separate addendum sheet.
Qualifications or Skills	A summary of particular or relevant strengths or skills which you want to highlight. Typically, this is not included as a separate section, but addressed in other sections. Occasionally, however, it may be appropriate to list special computing or language skills.
Personal Information	Do not include marital status, age, ethnicity, race, religion, place of birth or citizenship.