

WHAT IS A CV, AND HOW DO I WRITE ONE?

A curriculum vitae (also known as a CV, C.V. or vita) is a comprehensive, detailed account of your academic credentials and achievements. A basic for your academic dossier, it is also required to apply for academic grants, fellowships, and conferences, sometimes in abbreviated form. A résumé, in contrast, is a short, tailored document that states your exact qualifications for a specific position outside academe.

Your CV is a living document: it will grow as you accomplish more. A.B.D.s and recent graduates have vitas that are from two to five pages in length while senior faculty can have documents often to more than 25 pages.

In composing yours, it is a good idea to learn from some successful examples. If your department has conducted a job search recently, ask a new assistant professor for their C.V. Younger scholars often post vitas on the web; chose as a model an updated one by a scholar who has the kind of position you want. The “CV Doctor” column at the Chronicle of Higher Education is another good source.

SECTIONS

CONTACT INFORMATION: Select a single address, single e-mail, and single phone number.

EDUCATION: Include schools, locations, degrees, and dates of graduation or expected graduation, beginning with the most recent. You may include graduation distinctions (honors, cum laude, etc.).

RESEARCH EXPERIENCE: Detail current and past projects.

TEACHING EXPERIENCE: Include your role in the class (Lecturer, Teaching Assistant, Visiting Assistant Professor, etc.), and consider adding a list of classes given. For classes taught, give a meaningful course title and add a short description, if appropriate; do not include course numbers.

HONORS/GRANTS/AWARDS/FELLOWSHIPS: Add a short description to make clear the scope of the honor.

PUBLICATIONS: Follow the style guide of your discipline (Chicago, MLA, APA, etc.) with care in listing publications, beginning with the most recent. Many fields allow completed, unpublished work to be listed in this section; in these cases, note the pre-publication status of the article, chapter, or book in parentheses (whether it is forthcoming, revise & resubmit, submitted, etc.). For co-authored articles, embolden your name.

CONFERENCE PAPERS/INVITED TALKS/PRESENTATIONS: Include the name of the conference as well as the title of presentation.

PROFESSIONAL MEMBERSHIPS

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OPTIONAL SECTIONS

DISCIPLINE-SPECIFIC: This might include, Lab Skills, Data Sets, Patents, Industrial Experience, Grants, Licensures, or Performances/Exhibitions.

SERVICE: Do include this category if you have performed any university service like committee work or service to the profession.

POSTDOCTORAL FELLOWSHIPS: Include a short description of the project and add the name of your advisor.

POSITIONS HELD/CURRENT POSITION: If you currently hold an academic post (Visiting Assistant Professor, Postdoctoral Fellow, etc.), consider giving it its own category at the start of your vita.

REFERENCES: Well-known references may be listed at the end of the CV. Reference information may also constitute a separate document.

TEACHING AND/OR RESEARCH INTERESTS

SKILLS/LANGUAGES

ORGANIZATION

- Contact Information serves as your heading on the first page.
- Keep in mind that the CV in printed form should be paper-clipped rather than stapled. Thus pages are numbered; include your last name in the header or footer in case the pages are separated.
- Under each section, order your entries by descending date with the most recent first.
- For each position or degree, include full name of the institution and its location along with dates.
- While CVs should not change substantially, it is worthwhile to use your organization of categories to speak to the details of the job announcement; address your specific qualifications for the position in the first several pages of the CV.

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FORMAT AND STYLE

Aim for clarity, concision, and readability. Avoid bullet points in the humanities.

For descriptions of research and classes, use incomplete sentences to present your information clearly and concisely.

EX: “COMPOSITION INSTRUCTOR (2000-2004)

Planned course activities.

Graded all assignments. Held regular conferences with students.” By using incomplete sentences, you cut out unnecessary words and allow your reader to grasp significant information while reading quickly.

Use one-inch margins. Choose 11 or 12 point size in a readable font like Times New Roman.

Keep the look of the document simple and unobtrusive. Avoid abbreviations and acronyms.

If submitting electronically, make sure your document is a PDF, so that your formatting is preserved.

Always have a trusted proofreader look over your CV.