

Writing a Curriculum Vitae (CV)

Presentation Provided by the T. Rowe Price Career & Innovation Center

What to include

When to use it

Where it will be
applicable



What is a CV?

Curriculum vitae is Latin for "course of life"

comprehensive statement of your educational background, teaching, and research experience.

The standard representation of credentials within academia.

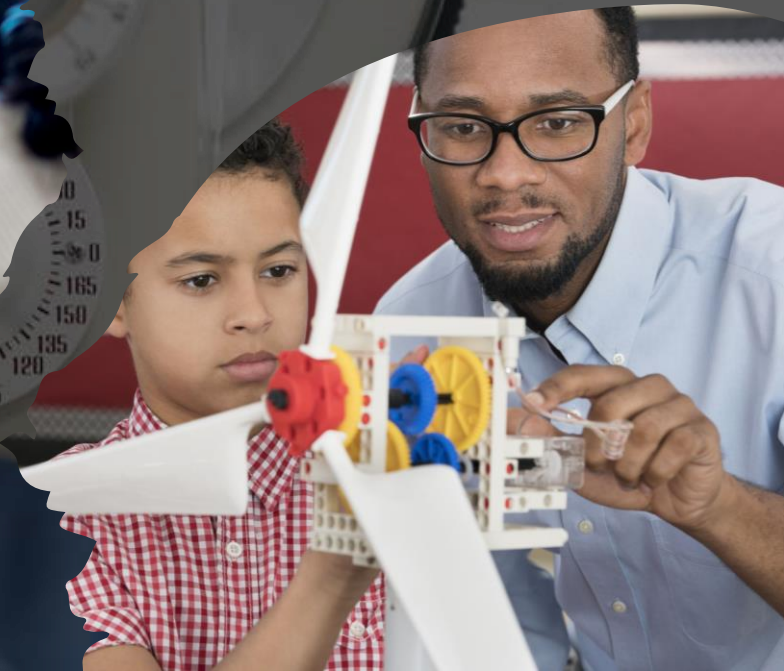
"A CV should be a thorough, exhaustive account of professional experiences, honors and activities, anything that speaks to one's professional experiences or character would be relevant to include"

-Mitchell Prinstein, PhD



What Types of Jobs Ask for a CV?

- **In the United States:** academic, education, scientific, medical, or research positions.
- **Also applicable when applying for fellowships or grants.**
- **In Europe, the Middle East, Africa, or Asia, expect to submit a CV rather than a resume for most jobs**



CV vs. Resume

A typical resume will include the following information:

- Name and Contact Information
- Summary of Qualifications/Objective Statement
- Education
- Work Experience
- Relevant Skills

A typical CV will include the following information:

- Name and Contact Information
- Areas of Interest
- Education
- Grants, Honors and Awards
- Publications and Presentations
- Employment and Experience
- Scholarly or Professional Memberships
- References

Applying with a CV Internationally

Depending on the country, you may also need to provide the following in an international CV:

- Nationality
- Marital status
- Age
- Number of children (ages optional)
- Personal interests
- All education including high school / secondary school
- Photos are also recommended (a professional headshot is best)

Date of Birth on CVs

- Some countries outside the U.S. expect you to include your date of birth
- If you are applying to a foreign job, research the particular country's protocol for job applications.





Researching Before Starting Your CV

- Search for repetitive candidate requirements in field
- Hard skills such as industry position responsibilities, languages, etc. are priority

General CV Advice

Full CV is only used when applying for academic positions

Do not use a CV when applying to community colleges

- use a teacher-focused résumé instead

Tailor CV to the specific positions and place more relevant sections earlier in the document

- For a position at a teaching-focused liberal arts college, the CV will strongly emphasize teaching
- For a position at a research-intensive university, the CV will accentuate research

Format can vary by field, seek disciplinary-specific advice from advisers, professors, and others within field

No length restrictions for CVs

The T. Rowe Price Career and Innovation Center offers critiques and advice for writing CVs!

CV Structure

- Well organized, easy to read.
- Choose effective format, be consistent.
- Use bolds, italics, underlines, and capitalization.
- List all relevant items in **reverse chronological order**
- Place most important information near the top and/or left side
- Use a footer with page numbers and your last name

Required Information

- Heading
- Education
- Relevant Experience
- Publications
- Presentations
- Honors and Awards
- References



Heading

Name, email address, mailing address (only one), and phone number

CV SAMPLE

Rachel Green

210 W. GREEN ST., CHAMPAIGN, IL
(217) 555-1234 • RSTUDENT@ILLINOIS.EDU

Education

EDUCATION

PhD in English

May 20xx

University of Illinois at Urbana-Champaign

Dissertation title: “Down on the Farm: World War One and the Emergence of Literary Modernism in the American South”

Committee: Margaret Black, Naomi Blue, John Jay, Robert Roberts (Chair)

MA in English

20xx

University of Illinois at Urbana-Champaign

BA in English and Communications, *summa cum laude*

20xx

Butler University, Indianapolis, IN

List academic degrees, in-progress or most recent first.

Name of institution, city and state, degree type and major, month and year

Thesis title and advisor, if applicable

PAR Statements

Project

Action

Result

ACTION VERBS!

QUANTIFY!

Use the following chart to help organize your ideas:

PROJECT (subject)	ACTION (verb)	RESULT (why?)
New, incoming staff	Trained and supervised	To ensure consistency of service and adherence to policies and procedures at all times

Put it all together into a PAR Statement:

Trained and supervised new, incoming staff to ensure consistency of service and adherence to policies and procedures at all times

Relevant Experience

- List positions that show off your skills and expertise
- Group experiences into relevant categories to enhance CV
- For each position, include:
 - Title, organization name, city and state
 - Dates position was held
 - Bullet points that summarize your activities/duties, accomplishments, and successes.
 - Use action verbs.

TEACHING & ADVISING

Composition Instructor

20xx-present

Research Writing Program, University of Illinois

- Facilitator for seven sections of English composition.
- Planned and taught a writing-intensive course based upon current events.
- Used instructional technology to enhance pedagogical technique.
- Taught in part with an innovative, interdisciplinary team-teaching program design.

Literature Instructor

20xx-present

Department of English, University of Illinois

- Instructor of record for two sections of literature, including *Major American Authors* and *Introduction to Poetry* per semester.
- Integrated multimedia and humanities approaches to teaching literature using film and instructional technology.

Coordinating Group Leader

20xx-20xx

Research Writing Program, University of Illinois

- Planned and led required training session for teaching assistants and new composition teachers.
- Helped to mentor new hires to the English Department staff to ensure their engagement and professional development.
- Provided job shadowing and training opportunities to assist new hires in adjusting to the pace of work and the tone and style of the University.

Discussion Leader

20xx

Carolina Summer Reading Program, University of Illinois

- Led group discussion for first-year students on academic topics.

Teaching Assistant

20xx-20xx

Department of English, University of Illinois at Urbana-Champaign

- Taught a section on film criticism, including film history, theory and technical vocabulary.
- Planned lessons and assignments, led discussion sections, graded papers and exams.
- Organized and led group discussions on social and academic issues.

PUBLICATIONS

Associate Editor of North Carolina Slave Narratives. John Jacob Franz, general editor. Forthcoming from University of Illinois Press, 20xx.

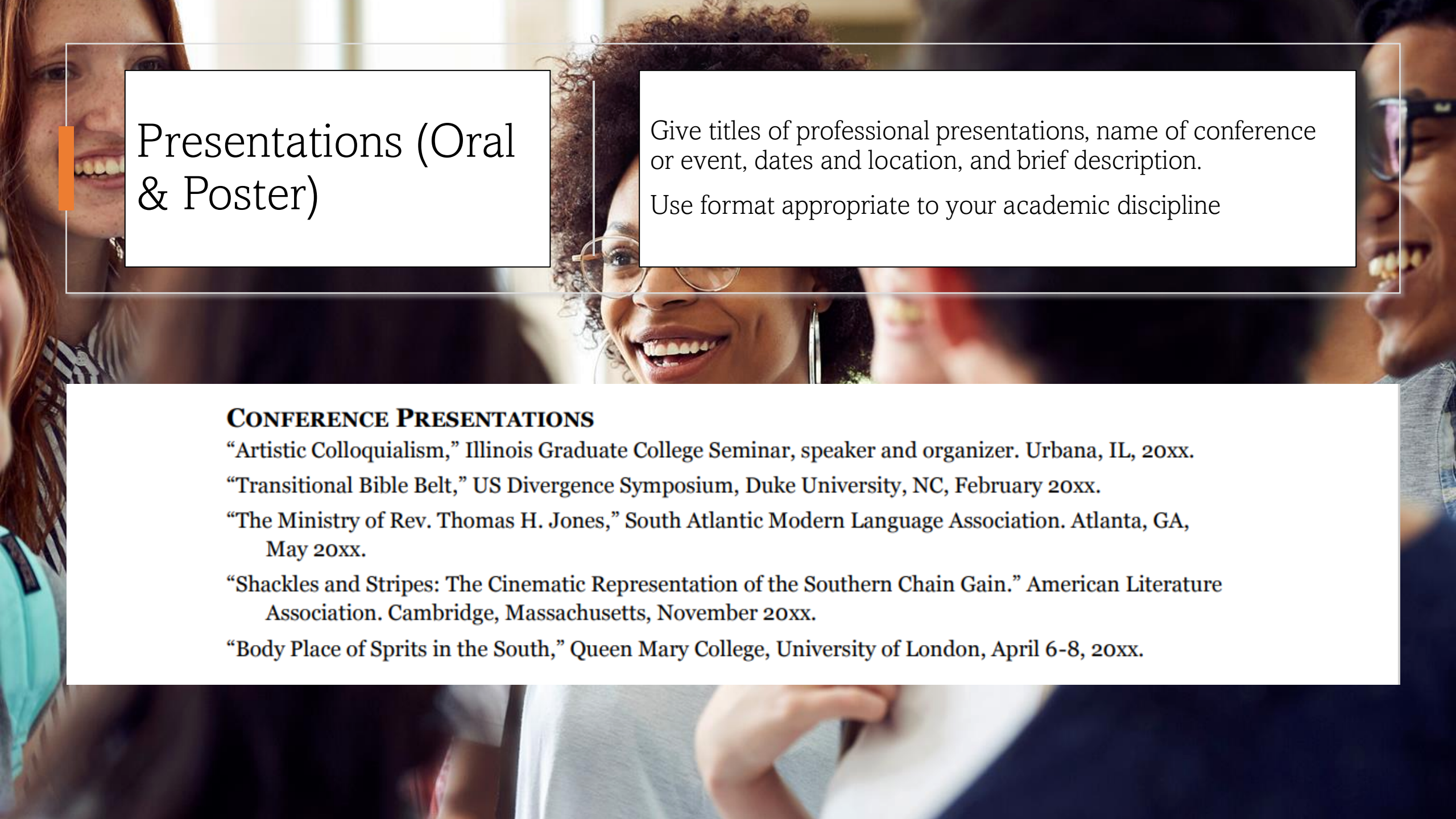
Johnson, JM, Lolie, T., and **Green, R.** “Lost on the Farm: Popular Beliefs” Somebody Journal, Special Issue, Reflections on the Americas. Vol. 6. Accepted and forthcoming.

Green, R. “Fugitives/Agrarians” in A Companion to Twentieth-Century American Poetry. Rutgers Press., 20xx.

Davis, D.A. and **Green, R.** “Will N. Harben,” “Etheridge Knight,” and “James Wilcox” in Southern Writers: A Biographical Dictionary. Louisiana State University Press, 20xx.

Publications

- Give bibliographic citations for:
- Articles
- Pamphlets
- Books
- Research reports
- Other publications
- Use format appropriate to your academic discipline



Presentations (Oral & Poster)

Give titles of professional presentations, name of conference or event, dates and location, and brief description.

Use format appropriate to your academic discipline

CONFERENCE PRESENTATIONS

“Artistic Colloquialism,” Illinois Graduate College Seminar, speaker and organizer. Urbana, IL, 20xx.

“Transitional Bible Belt,” US Divergence Symposium, Duke University, NC, February 20xx.

“The Ministry of Rev. Thomas H. Jones,” South Atlantic Modern Language Association. Atlanta, GA, May 20xx.

“Shackles and Stripes: The Cinematic Representation of the Southern Chain Gain.” American Literature Association. Cambridge, Massachusetts, November 20xx.

“Body Place of Sprits in the South,” Queen Mary College, University of London, April 6-8, 20xx.

Honors & Awards

HONORS AND AWARDS

Jacob K. Javitz Fellowship, U.S. Department of Education	20xx-present
Graduate College Dissertation Completion Award, University of Illinois	20xx
Campus Teaching Award based on student evaluations, University of Illinois	20xx-20xx
Doctoral Fellowship, Illinois Program for Research in the Humanities, University of Illinois	20xx-20xx
Summer Research Grant, Center for Summer Studies, City, ST	20xx
Graduate College Conference Travel Grant, University of Illinois	20xx & 20xx
Most Outstanding Butler Woman, Butler University, Indianapolis, IN	20xx
Academic Scholarship, Butler University, Indianapolis, IN	20xx-20xx

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- Receipt of competitive scholarships
- Fellowships and assistantships
- Optional: Names of scholastic honors; teaching or research awards

References

Three to five are appropriate.

If responding to an advertisement that asks for references, include on a separate addendum sheet

REFERENCES

John Jay, Assoc. Professor of English
University of Illinois at Urbana-Champaign
(217) 333-1112, jjay@illinois.edu

Robert Roberts, Professor of English
University of Illinois at Urbana-Champaign
(217) 333-0203, rrobe3@illinois.edu

Jacob S. Snyder, Assoc. Professor of English
University of Illinois at Urbana-Champaign
(217) 333-4700, jssnyd@illinois.edu

Sally Briscoe, Assoc. Professor of English
Butler University, Indianapolis, IN
(317) 492-8763, briscoe@butler.edu

Optional Sections

- Qualification/Skills
- Grants Received
- Institutional Service
- Certifications
- Professional Associations
- Recent/Current Research
- Community Involvement
- Educational Travel



TECHNICAL SKILLS

- Programming languages and mathematical packages: Matlab, Mathematica, C, C ++
- Computer aided design/engineering: optical imaging, AutoCAD, Patran, Abaqus.
- Other: SPSS, Linux (openSUSE, Ubuntu), Mac OS, Windows OS

LANGUAGES

Spanish: Fluent

English: Proficient

Qualifications or Skills

- Summary of relevant strengths or skills
- Not included as a separate section but addressed in other sections
- May be appropriate to list special computing or language skills

Grants Received

HONORS AND AWARDS

- | | |
|----------------------------------------------------------------------------------------------------|------|
| Fulbright Scholarship to pursue a PhD | 20XX |
| • 20 scholarships awarded in Argentina that year | |
| Flag Honor Guard Member | 20XX |
| • Qualified by graduating with honors and ranking 4 th among engineering majors at UNSJ | |

GRANTS

Granting Agency, "Title of Grant", \$00,000	20XX - 20XX
---------------------------------------------	-------------

PUBLICATIONS

- Garcia, J., other authors. (Year). Title. *Journal, Volume (Issue)*, page numbers. doi:.
- Garcia, J., other authors. (in press). Title. *Journal, Volume (Issue)*, page numbers.
- Garcia, J., other authors. (Year produced). Title. Manuscript submitted for publication.
- Garcia, J., other authors. (Year draft produced). Title. Manuscript in preparation.

CONFERENCE PRESENTATIONS

ORAL PRESENTATIONS

- Garcia, J., other authors. (Year, Month). Title. Minisymposium on subject, Meeting, City, State.
- Garcia, J., other authors. (Year, Month). Title. Meeting, City, State.

Include:

Name of grant

Name of granting agency

Date received

Title or purpose of research project

Institutional Service

- List institutional committees you have served on
- Include: offices held, student groups you have supervised, or special academic projects you have assisted with.

UNIVERSITY SERVICE

Graduate Mentor

20XX-20XX

The Career Center, University of Illinois

- Counsel minority undergraduates on graduate programs, application procedures and funding.

Career Advisory Committee

20XX-20XX

Graduate College, University of Illinois

- Served on university committee to evaluate and propose career services for graduate students.
- Collaborated with faculty and students to prepare final report for submission to the Graduate College Dean.

University Library Advisory Committee

20XX-20XX

Undergraduate Library, University of Illinois

- Advised University Librarian on needed services and improvements.

Certifications

List all relevant certifications and the year received.

Certifications

- OSHA Forklift Certification May 2014
- Certified Material Handling Specialist (CMHS) August 2010

Professional Associations

- Memberships in national, regional, state, and local professional organizations
- List significant appointments to positions or committees in associations.
- Student memberships in professional associations are appropriate.

PROFESSIONAL SERVICE

Managing Editor

Southern Literary Journal

20xx-present

- Process manuscripts submitted for publication
- Oversee production and publication procedures.
- Maintain editorial correspondence with prospective contributors.
- Conduct business transactions including publicity, subscriptions and advertising.

Poetry Staff

University Quarterly

20xx-present

- Review and solicit poems for possible publication.

Editorial Assistant

Southern Literary Journal

20xx-20xx

- Designed and maintained journal's internet presence.
- Edited copy for publication on a monthly basis.

PROFESSIONAL MEMBERSHIPS

- Modern Language Association (MLA)
- American Literature Association (ALA)
- American Studies Association (ASA)
- South Atlantic Modern Language Association (samla)
- Society for the Study of Southern Literature
- Robert Penn Warren Circle
- Southern Research Circle
- Fellowship of Southern Writers

Recent/Current Research

- Description of research projects conducted or in progress
- Include the type of research and a brief description of purpose

RESEARCH EXPERIENCE

Doctoral Researcher

20XX-20XX

Department of English, University of Illinois at Urbana-Champaign

- Conducted primary source research at numerous archives, examining publication history through multiple sources.
- Examined the literature of William Faulkner, Thomas Wolfe, and Tennessee Williams, exploring their publication records, construction of literary identity, and relationship with modernism.

Research Assistant

20XX

Department of English, University of Illinois at Urbana-Champaign

- Assistant to Professor Robert Warren, conducting primary and secondary source research.
- Organized for the “New Directions in the Study of Southern Literature: An Interdisciplinary Conference.”

Community Involvement

Appropriate and relevant volunteer work, church work, community service organizations, etc.

COMMUNITY INVOLVEMENT

Habitat for Humanity, Volunteer Home Builder

September 2007 – Present

- Help construct homes for impoverished families in need week-by-week.
- Assist in connecting with agencies to sponsor each home.
- Teach workshops to other students on current poverty issues.



Child Abuse Prevention Center, Events Volunteer

July 2006 – December 2006

- Assisted with donation drives by gathering needed items around campus.
- Created Web site and innovated newsletters for neighborhood.
- Coordinated special events and festivals to build awareness among the community.

Educational Travel

Names of countries,
dates, purpose.

Milan World Leaders | Milan, Italy

Communications program volunteer (Spring Semester 2013)

- *Worked on a team of 10 volunteers to create marketing materials for the program*
- *Performed communications tasks including customer support, sending emails and answering phone calls*
- *Distributed flyers to incoming students and answered questions students had about the program*
- *Served as Italian-English translator for more than 20 volunteers*

7 Most Common CV Mistakes

- Not doing research
- Poor Readability
- Non-Professional email for contact info
- Not proving impact (what was your impact on the business?) Quantify!
- Too many cliches (“hard working team player”)
- CV that is too long (only relevant for certain positions)
- Complicated design



How the Career Center Can Help

Resumes, CVs, and Cover Letters

Explore Majors, Internships, and Careers

Interview Preparation

Internship/Job Applications

Pre-Health Coaching

Applications to Graduate School

Clyde's Closet





Questions?

References

- [Build a better CV \(apa.org\)](#)
- [Curricula Vitae \(CVs\) versus Resumes – The Writing Center • University of North Carolina at Chapel Hill \(unc.edu\)](#)
- [How to Write a Curriculum Vitae \(CV\) \(With Examples\) \(thebalancecareers.com\)](#)
- [cvsamples.pdf \(illinois.edu\)](#)
- [par statements - updated 2016.pdf \(nova.edu\)](#)
- [Create a professional cv - quick & easy with our cv builder - CVmaker.uk](#)