

# WRITING A CURRICULUM VITAE



## WHEN TO USE A CV:

- › When applying for roles in academia
- › When the job description specifically asks for a CV
- › When you need to include more background information

## IMPORTANT NOTE:

- › There is no “right way” to do a CV, everyone’s CV may look slightly different

## FUN FACT:

Curriculum Vitae is Latin and means “course of one’s life,” which helps explain the nature of this lengthier, comprehensive document.

# FORMATTING DETAILS

## TEXT/FONT:

**Font:** Times New Roman

**Font Size:** 12 pt.

No underlining text, use bolding instead

Consistent font throughout

## LENGTH:

Your CV can be as long as it needs to be in order to communicate all of the necessary information

## MUST BE:

- › Well-organized
- › Concise and relevant
- › Complete (includes everything you need)
- › Consistent (don’t mix formatting styles)
- › Current (up-to-date)

## REQUIRED SECTIONS:

### 1. Contact Information

- › Include: full name, mailing address, professional email address, 1 phone number

### 2. Education:

- › Current and highest degree goes first, continue to list your degrees in reverse chronological order
- › Only include degrees completed or in-progress
- › List Thesis/Dissertation titles

### 3. Honors and Awards:

- › List most recent first and go backwards in order
- › Go back to undergrad, but not before--- include academic and/or professional
- › You don’t need to include descriptions

### 4. Professional Experience:

- › List positions that show your skills and expertise
- › You can group experiences into categories (research, teaching, etc.)

### 5. Publications and Presentations:

- › Be sure to utilize two different section headings
- › Have links or evidence of publications available

## OPTIONAL SECTIONS:

### 1. Certifications and Licensures:

- › List all relevant certifications/licensures and year received

### 2. Professional Affiliations:

- › Only include current memberships
- › List in alphabetical order

### 3. Research:

- › Briefly describe any research projects and corresponding dates

### 4. Extracurricular and Volunteer Experience

- › Most recent first
- › Include relevant experience including student organizations