

## WRITING A CURRICULUM VITAE

A curriculum vitae (a.k.a. “vita” or “CV”), like a resumé, is used as a marketing tool to provide key information about your skills, education, and experience to a potential employer. In this country a CV is typically used to apply for academic, research, and some educational administration positions. It is longer than a resume and displays academic credentials and accomplishments in greater detail. A CV for a young professional can be 2 – 4 pages in length while a CV for a veteran professional may be 6 – 8 pages or longer. This handout is geared toward graduate students as it is unusual for an undergrad to have the research, teaching, and other academic credentials to create a CV.

*Please note:* You may be asked to write a curriculum vitae for international employment. This type of CV is different from the American CV. Please make an appointment with a member of the Career Services staff for information on applying for jobs overseas.

### FORMAT:

Your CV should look well organized and be easy to read quickly. Use blank space between sections and leave 1” margins on all four edges. Use CAPITALS, underlines, **bold** print and • bullets to highlight and call attention to important points. Make the most important information stand out on the left side of the page.

### LAYOUT:

Begin with identifying information:

**JANE SMITH**  
950 Main Street  
Worcester, MA 01610  
(508) 793-5555  
[jsmith@clarku.edu](mailto:jsmith@clarku.edu)

## SUMMARY OF SKILLS (OR PROFESSIONAL EXPERTISE OR QUALIFICATIONS):

A short statement or bulleted list highlighting your strongest skills and areas of professional expertise can be an effective way to target your CV, especially if you have a mix of experiences in your career history. Be sure to include the skills and expertise listed in the description of the job you are seeking. This should come at the top of your CV right after the heading if you choose to include it.

## EDUCATION:

Generally, the education section should come before the experience section on your CV. Beginning with your most recent degree, list the institutions you attended, your major area of study, and the graduation date. Remember to include special programs such as a concentration or study abroad. Your thesis or research title may be listed here or in another category such as Research Experience, Papers, or Publications (as applicable).

### Education:

**Clark University**, Worcester, MA  
PhD, American History, 2012  
*Dissertation title:*

**Brandeis University**, Waltham, MA  
M.A., History, 2008  
*Thesis title:*

B.A., History (cum laude), 2006  
*Honors thesis title:*

## HONORS AND AWARDS:

List any awards or distinctions you received, including fellowships, scholarships, dean's list / cum laude, Phi Beta Kappa, Fiat Lux, etc. Briefly describe any that are not self-explanatory. This section can be included within the Education section or listed separately.

## PROFESSIONAL EXPERIENCE:

The next several categories will vary depending on your background, experience, and the position you are seeking. Possible category titles include:

PROFESSIONAL EXPERIENCE  
TEACHING EXPERIENCE  
RESEARCH EXPERIENCE  
CONSULTING EXPERIENCE  
INTERNATIONAL EXPERIENCE  
RELATED EXPERIENCE

Beginning with your most recent position, list the places where you worked, your job title, the location of the organization and the dates of your employment. Below these give a brief description of the tasks, accomplishments and key responsibilities of the position. Write in phrases, beginning each with an action verb. As with a resumé, your job descriptions can be in either bulleted or modified paragraph style. Internships and volunteer work may be included in this section or can go under “Additional Experience”, “Related Experience” or “Community Service”. See Career Services staff for assistance with questions regarding your particular credentials.

**University of Massachusetts Medical Center, Neurology Clinic** Worcester, MA  
*Research Assistant* 2011 – 2012

- Conducted clinical trials for longitudinal research project: *Effects of Selected Treatment Methods on Patients with Attention Deficit Disorder*.
- Interviewed participants; compiled and analyzed data.

Be sure to include any particular techniques or computer applications you are familiar with specific to the field.

PUBLICATIONS/PAPERS:

List papers and presentations that relate to your career goal:

Clark, J.P., T.J. Smith, and X.M. Brown. *Fetal Alcohol Syndrome: A Case Study*. The Exceptional Child, 53(1), 17 – 20.

*School Retention and Television Viewing*. Presented at the 28<sup>th</sup> Annual Conference of the Society of Gifted and Talented Children, San Antonio, TX, 2011.

OTHER CATEGORIES:

A CV can include a variety of categories depending upon your specific background. Possible headings include:

TEACHING INTERESTS

RESEARCH INTERESTS

GRANTS RECEIVED

PROFESSIONAL MEMBERSHIPS/ASSOCIATIONS

LICENSURE/CERTIFICATION

LEADERSHIP EXPERIENCE

TRAVEL EXPERIENCE

COMMUNITY SERVICE

RELEVANT COURSEWORK

SPECIAL TRAINING

CONFERENCE PANEL DISCUSSANT

SKILLS: List computer & language skills and level of knowledge

HONORS AND AWARDS

INVITED TALKS

BOOK REVIEWS

**WHAT NOT TO INCLUDE:**

Do not include your age, marital status, racial or ethnic identity, political or religious affiliations, place of birth, height, weight or any other information not related to your qualifications for the position. Do not attach a photograph.

**FOR MORE INFORMATION:**

<http://jobstar.org/tools/resume/res-cv.cfm>

<http://jobsearch.about.com/cs/curriculumvitae/>