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## Curriculum Vitae

A CV is a record of all your accomplishments, and should demonstrate that you are establishing a career trajectory.

### 1. CV vs. Résumé:

- A. CVs are used to apply for academic posts while résumés are used to apply for professional posts.
- B. While résumés and CVs are both written accounts of your academic and professional experiences, a CV is longer and more detailed.
- C. Your CV should list various achievements from your educational and academic experiences: work experience, professional contributions, conferences, publications, teaching experiences, committee work, etc.
- D. Where a résumé may showcase your career trajectory, your CV should also show the logic and explanation behind that trajectory.

### 2. Managing your CV:

- A. Keep an ongoing CV that acts as a file cabinet of sorts. It should contain your entire academic history.
- B. Tailor this all-inclusive CV to fit the specific circumstances (audience and purpose) before submitting it for a job or scholarship.
- C. Update your ongoing CV often—do not wait until you need to send out a CV.

### 3. Components of a CV:

- A. Contact information: Include the following:
  - I. Name.
  - II. Address.
  - III. Phone number/office number.
  - IV. E-mail.
  - V. Website.
- B. Education: List in reverse chronological order (doctorate; master's; bachelor's). Include the following:
  - I. Institution name.
  - II. Dates attended.
  - III. Degree obtained.
  - IV. GPA at graduation, or present GPA.
- C. Teaching experience: List in reverse chronological order.
- D. Teaching interests: Start with courses that you have taught or are qualified to teach.
- E. Invited lecturer: You should keep a running record, but typically, you will list only about four years of this type of experience. Include the following:
  - I. Date.
  - II. Title of the lecture.
  - III. Location and purpose of the lecture.
- F. Publications: You should begin with the most impressive publications. Include the following:



- I. Books.
- II. Chapters.
- III. Peer-reviewed journal articles.
- IV. Conference proceedings.
- V. Scholarly websites.
- VI. Book reviews.
- G. Works submitted: Include the name of the paper and where it was submitted for publication.
- H. Conference presentations: Include the following:
  - I. Name of the conference.
  - II. Dates of the conference.
  - III. Title of your panel.
- I. Research experience: Only include this section if you have extensive research experience, such as serving as a research assistant. Include the following, in reverse chronological order:
  - I. Dates.
  - II. Position (such as research assistant).
  - III. Faculty members' names.
  - IV. Title of the project or resulting publication.
  - V. Purpose of the research (conference submission, publication, etc.).
- J. Research interests: Be as specific as possible.
- K. Grants: List the grants you received in reverse chronological order.
- L. Honors and awards: List any honors and awards in reverse chronological order. Include the following:
  - I. Institution/organization name.
  - II. Title of the award.
  - III. Brief explanation of the award.
- M. Service: Include any and all service to your university, college, community, and profession.
- N. Professional experience: List relevant experience in reverse chronological order. Include the following:
  - I. Organization.
  - II. Dates.
  - III. Position.
  - IV. Duties.
- O. Professional membership: Include any professional organizations or associations to which you belong in order of prestige and importance.
- P. Language proficiency: If you have experience in more than one language, include the following:
  - I. Language.
  - II. Level of experience, whether you are fluent (able to read, write, and speak in that language) or conversational (able to speak and understand that language).
  - III. Any certifications you may have demonstrating your proficiency in that language.
- Q. References: List your references in order of their ability to provide you with a meaningful recommendation. Include full contact information.