

Creating a Curriculum Vita

“What is a Curriculum Vita (CV)?”

Most of us are familiar with the standard resume, but the CV - curriculum vita (singular), vitae (plural) = “course of life” - may be less familiar. Some scholarships require one, so this guide is provided to help get you started! For those interested in a career in academia, the sciences, and/or medical field, a CV is the preferred form of sharing experience!

The information given here was inspired by *The Professor Is In* blog, Dr. Karen’s Rules of the Academic CV. It is a great resource, but keep in mind it is written for an audience of professionals with years more experience than you... So don’t feel discouraged if you don’t have as much experience – you most likely won’t, and that is okay!

Major Elements to Include:

1. Heading (name + contact info)
2. Education (degrees and dates)
3. Professional Appointments/
Employment
4. Research or Creative experience
5. Publications
6. Research / Conference Presentations
7. Heading (name + contact info)
8. Education (degrees and dates)
9. Teaching Experience
10. Campus and Community Service (e.g., volunteer work)
11. References (include if necessary, and always get permission to list)

Formatting Your CV & Tips:

- **Use simple, consistent formatting**
- **Include main sections and divide into sub-sections, if necessary**
- **Within sections, use reverse chronological order**
- **You can customize your CV by changing the order of sections 3-10 (e.g., for a teaching application, “Teaching Experience” would come before “Research or Creative Experience”)**
- **Check out your mentors’ CVs and others in your field for examples and inspiration**
- **Some scholarships ask for a short, page-restricted CV; shorten your CV by including the most relevant entries, restricting information to the most recent years, and/or limiting white space**

Resume vs. CV

Resume

**Restricted length / concise
(1-2 pages)**

Competency-based

**Job experience +
accomplishments**

**Detailed information about
curated list of jobs,
including description of
work**

**Tailored to specific
industries**

Curriculum Vita

**Unrestricted length
(usually)**

Credential-based

**Academic + professional
experience and
accomplishments**

**Lists all education,
academic & professional
experience, awards,
publications, etc.**

**Most common in academia,
and jobs in the sciences and
medical fields**