



DEVELOPING YOUR CURRICULUM VITAE (CV)

WHAT IS THE DIFFERENCE BETWEEN A RESUME AND CURRICULUM VITAE (CV)?

The primary differences are the length, content and purpose. A resume is a one or two page summary of your skills, experience and education. A goal of resume writing is to be brief and concise since, at best, the resume reader will spend a minute or so reviewing your qualifications.

A curriculum vitae, commonly referred to as a CV, or vita, is a longer (two or more pages), more detailed synopsis. It includes a summary of your educational and academic backgrounds as well as teaching and research experience, publications, presentations, awards, honors, affiliations and other details.

WHEN TO USE A CV

In the United States a curriculum vitae is used primarily when applying for international, academic, education, scientific or research positions, or when applying for fellowships and grants. Although many students compose their curriculum vitae while in graduate school, you might want to consider including one in your application to graduate school. A CV provides the graduate admissions committee with a clear outline of your accomplishments so they can determine whether you're a good fit with their graduate program.

WHAT TO INCLUDE IN YOUR CV

Like a resume, your CV should include your name, contact information, education, skills and experience. In addition to the basics, a CV includes research and teaching experience, publications, grants and fellowships, professional associations and licenses, awards and other information relevant to the position for which you are applying. Your CV will probably not have all of these sections yet, but as you progress in your career, you will include additional sections to reflect your growing expertise.

Start by making a list of all your background information, and then organize it into categories.

CONTACT INFORMATION

Include your name, address, phone, and e-mail for both local and permanent addresses, if applicable. Use an email account with a professional name, and make sure your voicemail greeting is professional as well. Additionally, make sure that any material on social networking sites such as Facebook & Twitter will portray you in a favorable light. Research shows that many employers are now checking social networking sites to view material on potential employees, interns, etc.

EDUCATION

Indicate your degree, major, and/or minor(s), and the date each degree was awarded (or is expected) for each postsecondary institution attended. Eventually you'll include titles of theses or dissertations.

HONORS AND AWARDS

List each award, granting institution and the date awarded. If you have only one award (e.g., graduation honors), consider incorporating this information within the Education section.

RELEVANT EXPERIENCE

List all major or related experiences, whether paid or volunteer. For each experience include the position, employer or physician name, city and state, and dates. Add a brief action-oriented description of your responsibilities, achievements, and competencies gained. If you are leaning towards the medical field, you may also include physician shadowing in this section, along with procedures you were able to observe, techniques practiced, and instruments used.

TEACHING EXPERIENCE

List any courses that you assisted with as a TA, co-taught, or taught. Note the institution, role held in each, and supervisor. This section will become more relevant during your graduate school years, but sometimes undergraduates are assigned teaching roles.

RESEARCH EXPERIENCE

List any research activities and projects you assisted with or conducted alone. Include the title of the project, lead advisor or researcher (if any), institution at which it was conducted, and date(s). You may also describe your role in the project, just like you had done with your relevant experiences.

PUBLICATIONS

List in bibliographic reference style, any abstracts, papers, or articles published or in the process of being published utilizing the format appropriate to your field.

PRESENTATIONS AND CONFERENCES ATTENDED

Include any research, professional, or poster presentations conducted at conferences, lectures, or symposiums. Use the appropriate documentation style for your discipline (e.g., APA or MLA style).

GRANTS AWARDED

Include title of agency, projects for which funds were awarded, and dollar amounts. This information can also be incorporated into your research section if you received a CEEP grant for your research project.

PROFESSIONAL AFFILIATIONS

List any professional societies with which you're affiliated (e.g., student affiliate of the American Psychological Association, or the American Chemical Society), along with your dates of membership.

LICENSES AND CERTIFICATIONS

List any currently held licenses and certifications relevant to your field. This could include RN, EMT, First Aid, CPR, and State-Awarded Teaching Certifications.

CAMPUS ACTIVITIES

Include activities you were involved in such as clubs and organizations, service learning, etc.

OTHER EXPERIENCE

Groupings of kinds of other experiences (including work, volunteer work and/or internships) can enhance your CV. Your experience can also be broken into other categories such as: Work Experience, Volunteer, Community, and Internship.

EDUCATIONAL TRAVEL

List the names of the countries you have visited, the dates you travelled, and the purpose. Study abroad accomplishments should also be listed.

OTHER SKILLS

This section can be a catch-all for any additional skills you may wish to highlight, such as laboratory skills, foreign languages, and sign language.

STATISTICAL AND COMPUTER EXPERIENCE

This section is especially relevant for research-oriented doctoral programs. List courses that you have taken, statistical and computer programs with which you're familiar, and data analysis techniques with which you're competent.

HOW TO FORMAT YOUR CV

The following are some general points to consider when preparing your CV:

Be Clear. Format your CV in a way that appears logical to a prospective employer or graduate school. Also, try to avoid splitting a section between two pages. Present items chronologically within each category of the CV, with the most recent items first.

Be Concise. Include information that is organized in order of its relevance to your objective. Keep your bullet points short and succinct. Use action verbs and vivid, precise language.

Be Complete. Make sure you are including all of your relevant experiences. Also, be sure to avoid using abbreviations.

Be Consistent. Employers and graduate schools pay attention to the little details. Be sure to check that your headings and experiences are formatted in a consistent size and style. You can use styles such as bold, italics, and capitalization (small or all caps) to make your sections and experiences stand out.

Stay Current! A CV is just like a resume in that it is a living document. Be sure to update it as you go with new experiences, accomplishments and tasks.

Some Format Tips: Margins should be 1" on each side, and nothing smaller. You will also want to use a sans serif font – Helvetica and Arial in a 10 or 11pt is very readable.

Check text for spelling and grammar. Be sure to proofread your document before you submit! Have a member of The Griff Center or a faculty member review your document for errors, consistency, and clarity!

ACTION VERBS (BY SKILL SET)

Use action verbs in writing your curriculum vitae and cover letters to highlight your strengths, accomplishments, and ability to complete tasks. These words would lead the bulleted statements under each of your experiences on your resume. Here is a small sampling of action verbs broken down by skill set:

| | | | | |
|---|---|---|--|--|
| Communication /People Skills | Creative Skills (Cont.) | Financial & Technical Skills (Cont.) | Management/ Leadership Skills (Cont.) | Organizational Skills (Cont.) |
| Advertised | Founded | Reduced | Developed | Scheduled |
| Clarified | Illustrated | Repaired | Directed | Standardized |
| Collaborated | Initiated | Researched | Emphasized | Updated |
| Composed | Instituted | Solved | Enforced | |
| Consulted | Integrated | Validated | Enhanced | Research Skills |
| Contacted | Invented | | Established | Analyzed |
| Convinced | Modeled | Helping Skills | Executed | Clarified |
| Corresponded | Modified | Adapted | Generated | Collected |
| Discussed | Performed | Advocated | Improved | Compared |
| Drafted | Photographed | Aided | Increased | Conducted |
| Edited | Planned | Answered | Initiated | Evaluated |
| Expressed | Revised | Assessed | Motivated | Examined |
| Formulated | Revitalized | Assisted | Navigated | Experimented |
| Influenced | Shaped | Clarified | Oversaw | Explored |
| Interacted | Solved | Coached | Planned | Formulated |
| Interpreted | | Collaborated | Prioritized | Gathered |
| Involved | Financial & Technical Skills | Contributed | Produced | Inspected |
| Judged | Administered | Counseled | Recruited | Interviewed |
| Listened | Adjusted | Demonstrated | Reviewed | Investigated |
| Marketed | Allocated | Diagnosed | Selected | Measured |
| Mediated | Analyzed | Educated | Streamlined | Reviewed |
| Presented | Applied | Encouraged | Strengthened | Solved |
| Publicized | Assembled | Ensured | Supervised | Summarized |
| Referred | Assessed | Expedited | | Surveyed |
| Reported | Balanced | Facilitated | Organizational Skills | Tested |
| Resolved | Budgeted | Guided | Arranged | |
| Responded | Calculated | Helped | Categorized | Teaching Skills |
| Spoke | Computed | Motivated | Charted | Advised |
| Translated | Converted | Prevented | Classified | Clarified |
| Wrote | Determined | Provided | Coded | Coached |
| | Developed | Referred | Collected | Critiqued |
| Creative Skills | Estimated | Represented | Compiled | Developed |
| Acted | Forecasted | Resolved | Distributed | Enabled |
| Adapted | Installed | Supported | Executed | Encouraged |
| Composed | Managed | Volunteered | Filed | Evaluated |
| Created | Measured | | Incorporated | Facilitated |
| Customized | Planned | Management/ Leadership Skills | Logged | Focused |
| Designed | Prepared | Appointed | Maintained | Guided |
| Developed | Programmed | Approved | Prepared | Individualized |
| Directed | Projected | Considered | Processed | Instructed |
| Displayed | Qualified | Coordinated | Registered | Motivated |
| Drew | Reconciled | Decided | Reorganized | Trained |
| Entertained | | Delegated | Reserved | Tutored |
| Fashioned | | | | |
| Formulated | | | | |

CV WORKSHEET

This worksheet has been provided to guide you through the curriculum vitae creation process. This template is one representation of what may be included in a CV. Contact The Griff Center to have your CV reviewed, to see if there are any other opportunities for you to showcase your strengths.

YOUR NAME

Street Address

City, State Zip Code

Telephone Number with Area Code

Email Address

EDUCATION

Institution Name, City, State

Degree Title, Expected or Granted Month Year

Major:

Minor:

GPA:

HONORS AND AWARDS

- Award Name, Granting Institution, Date Awarded
- Award Name, Granting Institution, Date Awarded
- Award Name, Granting Institution, Date Awarded

RELEVANT EXPERIENCE

Employer or Institution Name, City, State

Title, Date(s) Worked

- Action-oriented description of your responsibilities, achievements, and competencies gained

TEACHING EXPERIENCE

Supervisor, Institution Name, City, State

Title, Class Name, Date(s) Worked

- Action-oriented description of your responsibilities, achievements, and competencies gained

RESEARCH EXPERIENCE

Name of Research, Name(s) of Researcher(s), City, State

Your Role, Date(s)

- Action-oriented statement describing your role in the research
- Action-oriented statement describing your role in the research

PUBLICATIONS

- List in bibliographic reference style, any abstracts, papers, or articles published or in the process of being published utilizing the format appropriate to your field.

PRESENTATIONS

- Use the appropriate documentation style for any research, professional, or poster presentations for your discipline (e.g., APA or MLA style).

PROFESSIONAL AFFILIATIONS

- Professional Organization, Your Role, Dates Involved

LICENSES AND CERTIFICATIONS

- Name of Certification, Date Awarded
- Name of License, Date Awarded

CAMPUS ACTIVITIES

Organization, Institution, City, State

Title, Participation Date(s)

- Action-oriented description of your responsibilities, achievements, and competencies gained

VOLUNTEER WORK

Employer or Institution Name, City, State

Title, Date(s) Worked

- Action-oriented description of your responsibilities, achievements, and competencies gained

OTHER SKILLS

- What have you not included elsewhere, that is relevant to the position/graduate program you are applying for?