

WRITING A CURRICULUM VITAE

Curriculum Vitae

First and Last Name

Physical Address
City, State Zip
Phone Number(s)
Email Address

Education

List your highest degree first. If your graduation is still pending, list your anticipated graduation date and year. Include minors, emphasis areas, additional certifications, associates degrees and any other type of relevant education.

ADDITIONAL POTENTIAL VITAE SECTIONS:

Research Experience

Provide a heading for each research experience, and add content explaining what you did, what you learned, the results of your study, your faculty supervisor, how many hours a week you dedicated to the project, whether it was paid or on a volunteer basis. Make sure to mention if these projects led to publication, grants, conference presentations, etc.

Publications

List any of your publications. This section typically refers to professional publications in your field, including research papers or professional journal articles. If you have published poems, short stories, newsletter articles, works of art, etc., they can also be listed here.

Manuscript in Preparation

This section will be used for listing any product or paper that is still under review and has not yet been published.

Conference Presentation

List any conference presentations you have given. Make sure to include the name of the presentation, the name of the conference, the city and state of the conference and the month and year of the presentation.

Conference Attendance

If you have not presented at any conferences, but have chosen to attend conferences related to your discipline, list that information here. Make sure to include the name of the conference, the city and state of the conference and the month and year of the conference.

Applied/Clinical/Volunteer Experience

Include at least one section where you talk about your experiences outside of the classroom. Be sure to include internships, practicum, related employment, study abroad, service learning, volunteerism, etc. For each experience, provide a heading identifying the experience, the location and the years involved. In addition, provide detail for each experience and explain what you accomplished, what you learned and how that experience prepares you for graduate/professional school.

Teaching and Training Experience

Include any former teaching experience (teaching assistant, Sunday school, substitute teaching, community college, and training new colleagues at work, etc.).

Leadership Experience

If you have held many, or unrelated, leadership experiences, list your leadership titles, the name of the organization and dates of involvement. If you have only held only a small number of leadership roles, or roles that were highly related to your field of study, list your leadership titles, the name of the organization and dates of involvement. In addition, provide detail for each experience and explain what you accomplished, what you learned and how that experience prepares you for graduate/professional school.

Honors, Awards and Grants

Include Dean's list, travel grants, departmental, organizational, university and community awards.

Membership in Professional Associations

List any professional association in which you have a membership.

Computer Expertise

Include software, hardware and social media with which you are experienced.

GENERAL TIPS:

- Everyone's CV is unique. You may not have had experience in all of the aforementioned sections. If you do not have a particular set of experience, do not include that section on your CV.
- Curriculum Vitae (CV) formatting is specific to your field of study. Use your discipline specific style guide (APA, MLA, IEEE, etc...) for information about how to format your CV.
- There is no set page limit for creating a CV. Include your last name and page number on every page of the vitae (except page 1).
- Use phrases and NOT complete sentences. However, most CVs do not incorporate the use of bullet points.
- All information in sections should be listed in reverse chronological order, listing the most recent experience first.