



Career Services

THE CURRICULUM VITA

A Curriculum Vita (CV) is a comprehensive biographical statement emphasizing professional qualifications, memberships, and activities. Length may vary, with experienced professionals' CV'S often reaching over 10 pages in length. Here is a list of major headings commonly found on a CV:

1. IDENTIFYING INFORMATION

Name, phone numbers, addresses and e-mail (temporary and permanent.)

2. CAREER OBJECTIVE (Optional)

3. EDUCATION

Listing academic degrees with the in-progress or most recent first. This section should include degrees, institutions, locations and graduation dates.

4. EXPERIENCE

Listing of professional jobs with the one in progress or most recent first. This section includes job title, institution/organization, location, dates and responsibilities.

5. PUBLICATIONS

Bibliographical citations of articles, pamphlets, books, research reports, etc., that you have authored or coauthored.

6. PROFESSIONAL PRESENTATIONS

Description of paper title, name of conference, dates and location, category or presentation. Also, list workshops here.

7. TEACHING

Include courses taught, course developed, and programs developed.

8. PROFESSIONAL ASSOCIATIONS

List any professional associations to which you belong.

9. PROFESSIONAL SERVICES

Leadership positions that you have held in associations at any level, memberships on major committees, task forces, boards, elected offices, etc.

10. HONORS AND AWARDS

Membership in professional honorary societies, awards of competitive assistantships, scholarships, fellowships, etc.

11. PROJECTS

Description of research projects recently completed or in progress: type, purpose, etc.

12. RESEARCH AREAS/INTERESTS

Identify research projects, grants and research awards received.

13. FUNDED PROJECTS

Include dates, grants and/ or contracts, title, amount and funding source

14. REFERENCES

You may include a list of names of people who have either written letters on your behalf or who are willing to talk about your work to a potential employer. List these in the order of which you would like for them to be contacted.

Categories Appropriate for the Vita

Academic Preparation	Teaching/Research	Memberships
Academic Training	Assistantships	Affiliations
Education	Graduate Fieldwork	Professional Memberships
Educational Background	Graduate Practica	Scholarly Societies
Educational Overview	Professional Achievements	
Professional Studies	Career Achievements	
Degrees	Career Highlights	Professional Certification
Principal Teachers	Background	Certificates
		Licensure
Thesis	Publications	Special Training
Master's Project	Scholarly Works	Endorsements
Comprehensive Areas	Books	Credentials
Dissertation	Professional Paper	
Dissertation Title	Articles/Monographs/Reviews	Teaching Interests
	Exhibits/Exhibitions	Academic Interests
Professional Competencies	Arrangements/Scores	Research Interests
Educational Highlights	Performances	Education Interests
Course Highlights		Professional Interests
Proficiencies	Academic Services	
Areas of Knowledge	Professional Service	Scholarships
Areas of Expertise	University Involvement	Fellowships
Areas of Experience	Faculty Leadership	Academic Awards
Areas of Concentration	Committee Leadership	Special Honors
	Departmental Leadership	Distinctions
Professional Experience	Professional Associations	College Distinctions
Professional Overview	Leadership and Activities	Honors and Distinctions
Professional Background		Honors and Awards
Teaching Experience	Scholarly Presentation	College Activities
Teaching Overview	Conference Presentations	
Experience Summary	Convention Addresses	International Study
Experience Highlights	Workshop Presentations	Study Abroad
Research Overview	Workshops and Conventions	Travel Abroad
Administrative Experience	Programs and Workshops	Languages
Consulting Experience	Conferences Attended	Language Competency
	Conference Participation	
Internships	Conference Leadership	References
Recommendations		

Source: **Finding a Job in Your Field: A Handbook for Ph.D.'s and M.A.'s**. R. Anthony & G. Roe. Princeton, NJ: Peterson's Guides, 1984.