

What is a Curriculum Vita?

In the United States, a curriculum vita, often called a CV or vita, is used when applying for academic and research positions, fellowships and grants. A CV is longer than a resume (at least two pages) and represents your accomplishments, areas of expertise, and professional skills in a detailed and organized manner. *It is best to discuss any special CV formatting required in your field with a mentor or trusted member in your department and to have this person review your CV before submission.* As with a resume, you may need different versions of a CV for different types of positions.

Writing a Curriculum Vita: Vitae Categories

A CV is a summary of your academic background as well as teaching, research, and service/engagement experience, publications, presentations, honors and awards, affiliations, and other details. Listed below are categories you may want to include and examples of details to display in each category. Choose the categories that best highlight your experience.

PERSONAL CONTACT INFORMATION: Name, address, phone, email, online portfolio

EDUCATION: Degree, major, institution (city & state), date of completion

DISSERTATION OR THESIS: Title and brief description

COMPETENCIES/EXPERTISE: Scholarly & professional proficiencies, research interests, areas of experience, concentration areas

PROFESSIONAL EXPERIENCE: Can be divided into multiple categories, including:

- **TEACHING:** Courses taught, student advising, and seminars, trainings and lectures given
- **RESEARCH:** Workshop and conference presentations, publications
- **SERVICE/ENGAGEMENT:** Professional memberships, academic service/leadership
- **PROFESSIONAL WORK EXPERIENCE:** professional overview & background, experience highlights, professional achievements, internships, assistantships, graduate fieldwork, etc.

PROFESSIONAL DEVELOPMENT: Special trainings or conferences attended

HONORS, AWARDS, FELLOWSHIPS, SCHOLARSHIPS

LANGUAGES/INTERNATIONAL EXPERIENCE

LICENSES/CERTIFICATIONS

CREDENTIALS: dossier, references, recommendations

Additional Information

For additional tips, links to resources, and detailed explanations of the above categories, please visit the CEHD Career Services website at www.cehd.umn.edu/career