

What is the difference between a CV and a resume?

A curriculum vitae will highlight your academic credentials and accomplishments more in-depth than a resume. Many times CV's are used when applying for positions in academic, research, and government work. In general, most academic positions may require a CV; however, examining each position carefully is pertinent to determine if a CV or resume is preferred. If you have any doubts about which format is appropriate, consult the human resources office posting the position or speak with ETC Services.

Writing a Curriculum Vitae

A CV will represent your accomplishments, experiences, expertise, and professional skills in an organized and detailed manner.

Rules to Remember

- Avoid typos or spelling mistakes!
- Templates from MS or any other source can be difficult to change over time - it is best to use them only as a guide when formatting your CV
- Clearly label categories of information
- Be sure important sections of your CV are easy for the search committee to find
- Keep the layout and design of your CV organized, consistent, and attractive
- Avoid the use of acronyms - spell everything out
- Use a common font, 10-12 pt.
- Have your CV reviewed and proofread by advisors, career counselors, and other professionals
- Tailor your CV to a specific position
- Print on quality (heavier weight) paper - white or off white
- Consider creating a complete CV and an abridged CV, a shorter version which highlights some of your most relevant and reputable experiences

Exploratory, Transition, and Career Services (ETC Services)
Appleby Hall 127 | 612-624-4346 | www.cehd.umn.edu/ETCS/

Typical Format

Personal Contact Information: Name, address, phone number, e-mail, personal web page, or online portfolio (if applicable). ****Do not include:** place of birth, marital status, photo, nationality, gender, number of dependents, or any other information that is personal in nature and non-job related.

Education: Begin with your most recent or expected degree, writing in reverse chronological order. Include: Degree, major, institution (city, state) and date of completion (or expected date of completion).

Dissertation or Thesis: Include title and brief description of your research work.

Professional Experience: This section will be divided into multiple categories to highlight your different academic work and contributions. *Categories include: Teaching, Research, Service/Engagement, work experience, grant funding, publications, presentations, and papers (see more extensive list of Vitae Categories.)*

- o **Teaching:** Include information detailing all of your experience in the classroom. Courses you taught, curriculum you developed, lectures and workshops created, and student advising duties.
- o **Research:** This section should include publications and any published papers, posters, or proceedings from conferences.
- o **Service/Engagement:** This section should include academic service and contributions to the institution as well as professional memberships, review services, and other miscellaneous service or lectures that may be at a venue within the community.

Publications: Publications can be grouped in many different ways depending on your career stage. List all publications and distinguish them by type or subject area. Use the proper citation style for your field and consult with other professionals within your field. ****Be sure publications are listed in reverse chronological order (most recent first).**

Awards, Honors, Fellowships, Scholarships: List any recognition received from a college, university, association, or honorary society.

Academic Service/Leadership: List any departmental or university committees, groups, or task forces you served or lead. Highlight contributions made to your institution and/or field. Also, note any community service that is relevant to your discipline.

Professional Memberships or Affiliations: List all memberships to professional associations and your role (i.e. member, conference intern, etc.)

Professional Development: List special trainings or conferences you attended that developed your professional skills. For example: Preparing for Future Faculty training and certification, WebCT Vista Technology training, or SPSS Statistical Software competency.

Vitae Categories

Curriculum vitae can be formatted in countless ways. It's important for categories to be clearly stated and consistent in format. Below is a list of suggested vitae categories. Include only the categories which highlight your accomplishments and experience.

EDUCATION SECTION

Education

Academic Preparation
Academic Training
Education
Educational Background
Educational Overview
Professional Studies
Degrees
Course Highlights

Dissertation/Thesis

Thesis
Master's Paper
Comprehensive Areas
Dissertation
Dissertation Title

Competencies/Expertise

Scholarly Interests
Professional Competencies
Educational Highlights
Scholarly Proficiencies
Areas of Expertise
Areas of Experience
Areas of Concentration
Academic Interests
Research Interests
Professional Interests

TEACHING SECTION

Teaching

Courses Taught
Student Advising
Guest Lectures/Trainings
Seminars Conducted
Workshops Conducted
Invited Lectures

RESEARCH SECTION

Presentation Experience

Scholarly Presentations
Conference Presentations
Invited Convention Addresses
Workshop Presentations
Conference Leadership
Conference Papers Presented
Poster Presentations

Publications

Published Works
Books/Book Reviews
Professional Papers
Articles/Monographs
Conference Papers
Reviews
Exhibits/Exhibitions

SERVICE/ENGAGEMENT SECTION

Academic Service/Leadership

Academic Service
Professional Services
University Involvement
Faculty Leadership/Governance
Committee Leadership/Governance
Departmental Leadership/Governance
Professional Association Leadership
Professional Association Activities
Outreach Program
Conference Review Service

Professional Memberships

Memberships
Affiliations
Professional Association Memberships
Scholarly Societies
Conference Presentations

Vitae Categories Cont.

PROFESSIONAL WORK EXPERIENCE SECTION

Presentation Experience

Professional Experience
Professional Overview
Professional Background
Teaching Experience
Experience Summary
Experience Highlights
Research Experience
Research Overview
Administrative Experience
Consulting Experience

Work Experience

Internships
Teaching Assistantships
Research Assistantships
Graduate Fieldwork
Graduate Practicum
Graduate Internship
Professional Achievements
Career Achievements
Career Highlights
Professional Background
Professional Work Experience

OTHER SECTIONS

Honors/Scholarships/Fellowships

Scholarships
Fellowships
Academic Awards
Conference Awards
Special Honors
Distinctions
College Distinctions
Honors and Awards
Recognitions

Licenses/Certifications

Professional Certification
Certification
Licensure
Special Training
Endorsements

Languages/International

International Study
Study Abroad
Research Abroad
Language Competencies
Languages

Credentials

Placement/Credential File
Dossier
References
Recommendations

Web Resources for Curriculum Vitae

The Center for Teaching and Learning (University of Minnesota)

<http://www1.umn.edu/ohr/teachlearn/tutorials/jobsearch/writingcv/index.html>

The Chronicle for Higher Education CV Doctor

<http://chronicle.com/jobs/tools/cvdoctor/2007/>

CV and Cover Letter Writing Guide (Stanford University)

<http://cardinalcareers.stanford.edu/guides/grad.html>

CV Writing Guide with Faculty Samples (Duke University)

http://career.studentaffairs.duke.edu/graduate/find_job/apply/cv.html