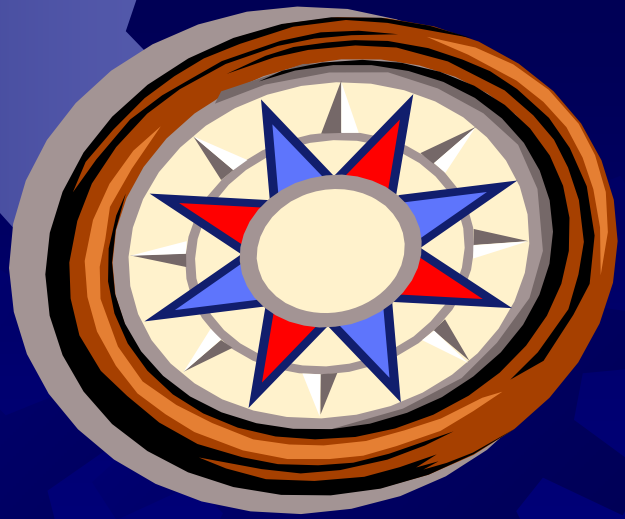

Charting Your Life's Course

Creating A Curriculum Vitae

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Career Services
www.career.vt.edu

Curriculum Vitae Defined

- Latin, meaning *course of one's life*
- A history of educational and work background
- An academic resume, focusing on scholarly achievement(s)

Search Committees use CVs to:

- screen applicants and create a pool to interview
- determine if you fit the university or department profile
- create interview questions based on what is included

Some key points about CVs

- Create a CV which will create interest after a quick review
- Provide details for in depth review by a search committee and others; sends a message
- First page should present your **greatest assets**
- Find out what the conventions are for CVs in your field
- Evaluate your CV by content rather than by length (quality vs quantity)

Identification Information

- Include
  - name
  - address (local, permanent, office)
  - phone
  - e-mail
  - web address

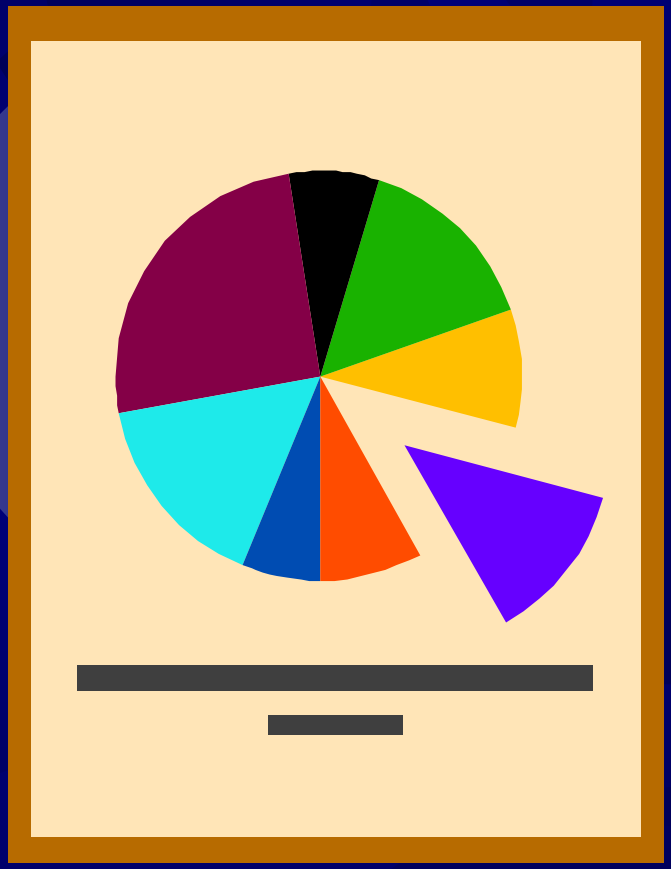
Career Interests

- Indicate
  - teaching interests
    - be prepared to discuss ideas for syllabus or textbooks
  - research interests
    - use to demonstrate your future research plans
    - be ready to discuss in detail
    - list specific interests

Educational Background

- Include:
  - earned academic degrees beginning with the degree in progress
  - major (areas of concentration, minor)
  - date of completion
  - name of institution along with city and state
  - master's thesis or doctoral dissertation and your advisor, maybe even committee
  - GPA
  - related courses

Relevant Experience



- Employment
  - part-time/full-time
  - title, employer, location, date
  - active verbs to describe areas of responsibilities
- Related Projects
- Related Research

Publications/Presentations

- If extensive lists, should be at end of CV
- Bibliographic citations of articles, pamphlets, books, research, reports that have been published
  - authored or edited
- Paper title, name of conference, dates, location
  - list in reverse chronological order
  - invited to present if applicable
  - list any workshops conducted

Professional Memberships

- List names of local, state, regional, and national professional associations in which you have membership
- Emphasize leadership positions
- Include memberships on major committees, task forces, boards
- Could also have sections with Academic Service and/or Community Service

Honors/Special Awards

- Membership in honor societies
- Scholarships
- Fellowships
- Awards for teaching, research or other special recognition
- Receipt of competitive assistantships

Grants

- Include funding agency and project for which grant was awarded

References

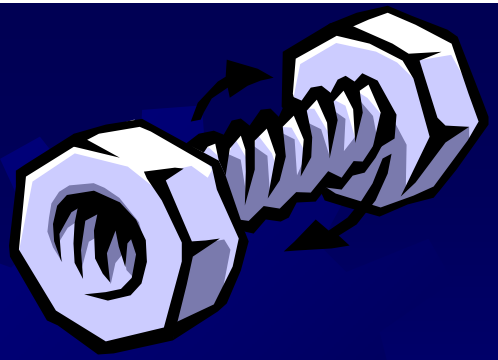
- List
  - name
  - title
  - department
  - institution address
  - phone number
  - e-mail
- Available upon request

- Placement File
  - name of institution
  - address
  - phone number
- Available upon request

CVs with Varying Emphasis

- Teaching experience
- Teaching interests
- Student contact descriptions
- Research experience
- Research interests
- Technical expertise
- Grant writing experience

CV Nuts and Bolts



- Use high quality paper: 50% linen or cotton fiber
- Avoid stapling the document
- Include your name and page number on all pages following page 1
- When photocopying, make sure good clean copies are obtained
- On page 1, in place of page number, list the date most recently updated

CV Checklist

- Well designed, organized, attractively laid out
- Clearly labeled categories
- Sections of interest to search committee easy to find
- Critiqued by experts
- Avoid acronyms
- Proofread many times

Resources

- Heiberger, Mary Morris, and Vick, Julia M. *The Academic Job Search Handbook.* Philadelphia, PA: University of Pennsylvania Press. 2008.
- Jackson, Acy L. *Here's How: Prepare Your Curriculum Vitae.* Lincolnwood, IL: NTC LearningWorks. 2003.
- Reis, Richard. *The Basics of Science CVs.* The Chronicle of Higher Education Career Network Catalyst, March 31, 2000. http://chronicle.com/jobs/2000/03/2000033102c.htm
- *Writing a Curriculum Vita*, University of Michigan, Career Planning and Placement, 1998, http://www.cpp.umich.edu/cpp/students/grad/academicjob/appli.htm
- Heiberger, Mary Morris, and Vick, Julia M. *The CV Doctor.*