

Writing Your Curriculum Vitae

From [Tara Kuther, Ph.D.](http://gradschool.about.com/cs/curriculumvita/a/vitae.htm), Your Guide to [Graduate School](http://gradschool.about.com/cs/curriculumvita/a/vitae.htm).
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Think it's too soon for you to prepare a curriculum vitae or CV? Guess what? It's never too early to write a CV. A curriculum vitae or CV is an academic resume that highlights your scholarly accomplishments. Although most students compose a curriculum vitae while in graduate school, consider including one in your application to graduate school. A CV, also known as a vita, provides the graduate admissions committee with a clear outline of your accomplishments so they can determine whether you're a good fit with their graduate program. Begin your curriculum vitae early and revise it as you progress through graduate school and you'll find applying to academic positions after graduation a little less painful. Unlike a resume, which is one to two pages in length, a curriculum vitae grows in length throughout your academic career.

What goes into a CV?

Here are the types of information that a vita may contain. The contents of a CV differ across disciplines, and your vita probably will not have all of these sections yet, but at least consider each.

Contact information

Here, include your name, address, phone, fax, and e-mail for home and office, if applicable.

Education

Indicate your major, type of degree, and the date each degree was awarded for each postsecondary school attended. Eventually you'll include titles of theses or dissertations and chairs of committees. If you haven't yet completed your degree, indicate the expected graduation date.

Honors and Awards

List each award, granting institution and the date awarded. If you have only one award (e.g., graduation honors), consider incorporating this information within the education section.

Teaching Experience List any courses that you assisted with as a TA, co-taught, or taught. Note the institution, role held in each, and supervisor. This section will become more relevant during your graduate school years, but sometimes undergraduates are assigned teaching roles.

Research Experience

List assistantships, practica, and other research experience. Include the institution, nature of the position, duties, dates, and supervisor.

Statistical and Computer Experience

This section is especially relevant for research-oriented doctoral programs. List courses that you've taken, statistical and computer programs with which you're familiar, and data analysis techniques with which you're competent.

Professional Experience

List relevant professional experience such as administrative work and summer jobs.

Grants Awarded

Include title of agency, projects for which funds were awarded, and dollar amounts.

Publications

You'll probably begin this section during graduate school. Eventually you'll separate publications into sections for articles, chapters, reports and other documents. Document each publication in the citation style appropriate for your discipline (i.e., APA or MLA style).

Conference Presentations

Similar to the section on publications, separate this category into sections for posters and papers. Use the appropriate documentation style for your discipline (i.e., APA or MLA style).

Professional Activities

List service activities, committee memberships, administrative work, lectures you've been invited to deliver, professional workshops you've delivered or attended, editorial activities, and any other professional activities in which you've engaged.

Professional Affiliations

List any professional societies with which you're affiliated (e.g., student affiliate of the American Psychological Association, or the American Psychological Society).

Research Interests

Briefly summarize your research interests with four to six key descriptors. This is best added during graduate school than before.

Teaching Interests

List courses you're prepared to teach or would like the opportunity to teach. Similar to the section on research interests, write this section towards the end of grad school.

References

Provide names, phone numbers, addresses, and e-mail addresses for your referees. Ask their permission beforehand. Be sure that they will speak highly of you.

Present items chronologically within each category of the CV, with the most recent items first. Your curriculum vitae is a statement of your accomplishments, and most importantly, is a work in progress. Update it frequently and you'll find that taking pride in your accomplishments can be source of motivation.

Sample Curriculum Vitae #1 - Academic

John Smith
Street, City, State, Zip
Phone: 555-555-5555
Cell: 555-666-6666
email@email.com

Education:

Ph.D., Psychology, University of Minnesota, 2006
Concentrations: Psychology, Community Psychology
Dissertation: A Study of Learning Disabled Children in a Low Income Community

M.A., Psychology, University at Albany, 2003
Concentrations: Psychology, Special Education
Thesis: Communication Skills of Learning Disabled Children

B.A, Psychology, California State University, Long Beach, CA, 2000

Experience:

Instructor, 2004 - 2006
University of Minnesota
Course: Psychology in the Classroom

Teaching Assistant, 2002 - 2003
University at Albany
Courses: Special Education, Learning Disabilities

Research Skills:

Extensive knowledge of SPSSX and SAS statistical programs.

Presentations:

Smith John (2006). The behavior of learning disabled adolescents in the classrooms. Paper presented at the Psychology Conference at the University of Minnesota.

Publications:

Smith, John (2005). The behavior of learning disabled adolescents in the classroom. *Journal of Educational Psychology*, 120 - 125.

Grants and Fellowships:

- RDB Grant (University of Minnesota Research Grant, 2005), \$2000
- Workshop Grant (for ASPA meeting in New York, 2004), \$1500

Awards and Honors:

- Trelidar Scholar, 2005
- Academic Excellent Award, 2003

Skills and Qualifications:

- Microsoft Office, Internet
- Fluent in German, French and Spanish

Sample Curriculum Vitae #2 - Academic

Wayne M. Sarft
21 Van Duyne Avenue
Riverdale, NJ 07457
telephone: 1-973-839-1731
e-mail: Custerfile@optonline.net

CURRICULUM VITAE

EDUCATION

The Graduate Center, City University of New York, NY
Ph.D. in military history; minor in American history (2001)
Dissertation: "A Winter Campaign: General Philip H. Sheridan's Operations on the Southern Plains, 1868-69"
Advisor: Dr. David Syrett

Drew University, Madison, NJ
B.A. in History, English minor (1980)

College of St. Elizabeth, Madison, NJ
Education 251: Psychology of Learning -- Adolescent; Education 252: Human Intercultural Problems in Education (1977-1978)

TEACHING EXPERIENCE

Hunter College, New York, NY
U.S. History to 1877; U.S. History from 1865; The Civil War (2001 to date)

Fashion Institute of Technology, New York, NY
U.S. History from 1865 (2004-2005) *John Jay College of Criminal Justice, New York, NY*
World Civilization I: prehistory - A.D. 1500; World Civilization: from A.D. 1500 (1998-2004)

Saint Peter's College, Jersey City, NJ
The Civil War; World Perspectives in History II (2003-2004, 2006)

New Jersey City University, Jersey City, NJ
Civilizations I (2003)

Baruch College, New York, NY
Senior Coordinator, Peer Tutoring Program, History Department (1996-1997)
Themes in American History: The Frontier (2000)

Touro College, New York, NY (Men's and Women's Divisions)
U.S. History from 1865 (2001)
Modern History I: Renaissance to 1815; Modern History II: 1815 to present (1994-1995)

New York City Technical College, Brooklyn, NY
U.S. History to 1877; U.S. History from 1865; State and Local Government (1995-1996)

PROFESSIONAL AFFILIATIONS

Board of Directors, New York Military Affairs Symposium (NYMAS)
American Historical Association
Western History Association

PUBLICATIONS

Books

Attack at Dawn: Phil Sheridan's Winter Campaign, 1868-1869. In preparation for University of Oklahoma Press.

The Little Bighorn Campaign, March-September, 1876. Revised paperback edition. Conshohocken: Combined Publishing, 2000.

The Civil War Book of Lists (contributing editor). Conshohocken: Combined Books, 1993.

The Little Bighorn Campaign, March-September 1876. Conshohocken: Combined Books, 1993. (Published simultaneously as a Main Selection by the Military Book Club)

God Bless You, Buffalo Bill: A Layman's Guide to History and the Western Film.

New Brunswick: Fairleigh Dickinson University Press and Cornwall Books, 1983.

Introductions, Published Addresses, and Articles

Introduction to **My Life on the Plains** by George A. Custer (New York: Barnes & Noble, 2006)

Introduction to **Tenting on the Plains** by Elizabeth B. Custer (New York: Barnes & Noble, 2006)

"Hand to Hand." *Kansas Journal of Military History*, Summer 2005

"Toward A Last Stand: Some Reflections on History and Myth," in *15th Annual Symposium, Custer*

Battlefield Historical & Museum Association, Inc. Hardin, MT: n.p., 2002.

"Oscar Eaten By Wolves." *Film Comment*, November-December 1991.

"Russell Means on Custer Hill." *The American Spectator*, December 1988

"Custer and His Times: A Capsule History," and drawings in **Custer and His Times, Book Three**, ed. by Gregory J.W. Urwin. Conway: University of Central Arkansas Press, 1987.

Reviews

"Los Diablos Tejanos." Review of **Lone Star Justice: The First Century of the Texas Rangers**, by Robert M. Utey. *Chronicles: A Magazine of American Culture*, November 2002.

Review of **Ben Nighthorse Campbell: An American Warrior**, by Herman J. Viola. *The American Spectator*, April 1994.

Review of **The Oregon Trail/The Conspiracy of Pontiac** by Francis Parkman. *The American Spectator*, December 1992.

"Son of the Morning After." Review of **Cavalier in Buckskin: George Armstrong Custer and the Western Military Frontier**, by Robert M. Utey. *The American Scholar*, Autumn 1990.

Review of **High Noon in Lincoln: Violence on the Western Frontier**, by Robert M. Utey. *The American Spectator*, March 1989.

"Wings of the Navy." Review of **Flight of the Intruder**, by Stephen Coonts. *Chronicles of Culture*, November 1988.