

Guide to Writing a CURRICULUM VITAE (CV)

What *IS* a CV, anyway?

A curriculum vitae (CV) is a document that outlines your entire academic history. It is used most often to apply for faculty positions at colleges and universities, for research-intensive positions at national labs or research institutes, and for fellowships, grants, or awards.

What categories should I include in my CV?

At the very least, a CV should include contact information, education, research experience, teaching experience (if applicable), publications, presentations, and references. Other potential categories are listed below and may include awards, professional affiliations, community or university service, and others.

What is the appropriate length for a CV?

Length is less important in a CV than completeness. Your CV should include your complete academic history and is not typically limited by length, as is a resume.

Should I include job descriptions for every position listed on my CV?

Not necessarily. Most academic search committees may focus solely on your institution and your advisor. Given this focus, listing your title, institution, advisor, location, and dates you attended or were employed there are required. Additionally, most faculty reviewers expect to see dates listed on the left-hand side of the page.

Does order matter on a CV?

Yes. It is critical for you to consider the position you are applying for and/or the audience you are writing for when compiling a CV. For example, if you are applying for a faculty position at a small college, you will want to list your teaching experience on the first page of your CV and your research experience and publications later in your document. The reverse would be true if you were applying to a research-intensive university or institute.

I'm in the process of drafting my CV, but am not sure about format and style.

It is a good idea to ask your advisor or a mentor in your field for a copy of his/her CV, as each discipline has its own standards for content, style, and format.

Do you have any samples?

The CV samples found on the OITE website will help you to draft and/or edit your own CV. While the names have been changed, these are CVs from actual trainees who found employment in their respective areas of interest. You may use these as a guide, but your words must be your own—do NOT copy these samples word for word!

Sample category headings

Education

Dissertation
Master's Project
Thesis

Professional Competencies

Areas of Expertise
Areas of Concentration in Graduate Study
Internships

Teaching Interests

Teaching Experience

Research Interests

Research Assistantships
Postdoctoral Experience
Research Appointments
Research Experience

Professional Experience

Academic Appointments
Professional Summary
Related Experience
Administrative Experience
Consulting Experience

Academic Service

Advising
University Involvement
Outreach
Leadership
University Assignments

Professional Development

Professional Association Advisory Boards
Advisory Committees
National Boards
Professional Activities

Conference Participation

Conference Presentations
Conference Leadership
Workshop Presentations
Invited Lectures
Lectures and Colloquia

Publications

Abstracts
Scholarly Works
Books
Chapters
Editorial Boards
Professional Papers
Technical Papers
Refereed Journal Articles
Editorial Appointments
Articles/Monographs
Book Reviews

Research Grants

Funded Projects
Grants and Contracts
Patents

Awards

Scholarships
Fellowships
Honors
Activities and Distinctions
Professional Recognition
Prizes

Professional Memberships

Affiliations
Memberships in Scholarly Societies
Professional Organizations
Honorary Societies
Professional Societies

Professional Certification

Certification
Licensure
Endorsements
Special Training

Foreign Study

Study Abroad
Travel Abroad
International Projects
Languages
Language Competencies