

The curriculum vitae provides an overview of a person's experience and other qualifications. The following guide will help you create this essential branding tool typically used for medical, academic, teaching and research positions.

Topics covered:

- Curriculum Vitae vs. Resume
- Curriculum Vitae Content
- Curriculum Vitae Format
- Curriculum Vitae Resources
- Curriculum Vitae Examples
- Curriculum Vitae References Outline
- Curriculum Vitae Action Verbs
- Curriculum Vitae Proofreading Tips

Throughout this guide, you'll find special notations in call-out boxes. Don't miss these important tips and reminders.

This special notation recognizes the work of Erin R. Lowery, formerly with the University Career Center. Erin's efforts continue to benefit VCU students, as it was her original work that formed the basis of this document. Ongoing thanks, Erin!

Curriculum Vitae vs. Resume

How do CVs differ from resumes?

- The focus of a CV is on academic preparation, research and publications.
- CVs are typically used for medical, academic, teaching and research positions.
- CVs are not limited to one or two pages as resumes are, but should be just as organized and easy to skim.
- The first category of a CV is usually Education. Even after years of experience, Education comes first.
- CVs often include categories that are not commonly seen on resumes, including research, publications, presentations, conferences, fellowships, and grants.
- CVs usually do not list an objective.
- CVs may include references as the last category or references may be listed on a separate document. Resumes never include references; the references are always listed on a separate document.

How are CVs similar to resumes?

- CVs have significantly more similarities to resumes than differences from them.
- Just like resumes, CVs should be concise, perfectly edited, consistently organized & stylized, and tailored to the position being sought.
- Templates should be avoided; the CV format should be developed according to your experience, strengths and immediate goals.
- Action verbs should be used to describe experience, with an emphasis on accomplishments and skills.
- CVs should always be accompanied by a cover letter that is written for the specific position of interest.

Curriculum Vitae Content

Name and Contact Information

- Start with your name at the top of the CV, and use a slightly larger font size, caps and/or bold.
- Do not write "Curriculum Vitae" on the top of the page.
- Under your name, include your address, phone number with area code, and e-mail address.
- Make sure your e-mail address is professional and remove the hyperlink by right-clicking on it.
- Do not include salary history or your sex, age, race, marital status or other similar personal information.
- Include your name and page number on the top of all additional CV pages; omit the page number on page one.

Curriculum Vitae Content, Continued

Education

- Education is almost always the first category of a CV.
- List degrees in reverse chronological order, beginning with the most recent degree earned.
- For each degree listed, include the full name of the school, city and state, degree, and date (or anticipated date) of graduation. Do not include high school.
- Include your dissertation or thesis title for each degree, if applicable.
- Honors, fellowships and scholarships may be listed here or in an “honors” category.
- GPA is optional on a CV, and is typically not necessary.

Experience

- The organization and presentation of your experience on your CV will depend on the nature of your experience and your career goals. You may have one category called “Experience” or your experience may be broken down into more specific categories, such as *Teaching Experience, Academic Appointments, Clinical Experience, Research, Consulting, Internships or Assistantships*.
- Within each category, list the entries in reverse chronological order, beginning with the most recent position.
- For each position, include the company or institution name, city and state, your title, and dates (months and years).
- For each entry, be consistent in the order this information is listed, and the line that it is listed on. Avoid “stragglers.”

Example:

Virginia Housing Development Authority, Richmond, VA
Accounting Intern

June 2004 – August 2004

Avoid:

Virginia Housing Development Authority, Richmond, VA, Accounting Intern, June 2004-
August 2004

- Include a succinct description of your experience, focusing on skills and accomplishments. Relate your skills and background to the job you are seeking. Give specific examples and quantify when possible to strengthen the impact of your message (e.g.: “taught a class of 30 students,” “managed a \$2,000 budget”).
- Start each bullet point with a strong, descriptive action verb (see action verbs list).
- Avoid complete sentences and personal pronouns.
- Use past tense verbs for previous positions, and present tense verbs for current positions.
- Avoid phrases such as “duties included” or “I was responsible for...” as they are passive phrases and not as efficient or effective as action verbs.

Example:

Taught a Developmental Psychology course

Avoid:

My duties included teaching a Development Psychology course

Research Experience

- For each entry, include the institution or organization name and the department; the principal investigator or supervisor; the research topic or title; your title/role; and the dates (months and years).
- Include a short description of the project as well as your specific role.

Curriculum Vitae Content, Continued

Publications and Presentations

- List published journal articles, books, chapters in books, magazine articles, and works in progress/submitted/in press.
- Include joint-authored publications and research.
- Include the publication year or “in press” if accepted but not yet published.
- Use the correct bibliographic citation for your discipline.
- List relevant presentations, poster presentations, workshops and panels at conferences or association meetings.
- Include presentation title, name of conference and/or association, city and state, audience, and date.

Honors

- List awards, honor societies, scholarships, commendations, and fellowships.
- Include years off membership or year award was received.
- If you have many honors and awards, divide them into subsections: undergraduate and graduate.

Other Common Category Headings for CVs

- | | | | |
|------------------------|----------------------|----------------------|-----------------------------|
| • Course Projects | • Symposia | • Unpublished Papers | • Community Services |
| • Related Coursework | • Lectures | • Technical Skills | • Civic Activities |
| • Licensure | • Clinics | • Computer Skills | • University Involvement |
| • Certifications | • Fellowships | • Skills | • Organizations |
| • Advanced Training | • Grants | • Laboratory Skills | • Memberships |
| • Continuing Education | • Committees | • Languages | • Professional Affiliations |
| • Conferences | • Exhibits | • Volunteer Service | • Leadership Experience |
| • Workshops | • Research Interests | • Activities | • Travel |

Curriculum Vitae Format

- Learn about typical CV formats, styles and trends in your field.
- Have a professional in your field, as well as a Career Services professional, critique your CV.
- Employers typically skim resumes and CVs very quickly. While a CV may be longer than a resume, it should be just as easy to skim.
- Be consistent with font style and size. No smaller than 10. Arial font takes up more space than Times New Roman.
- Margins should be at least .5" all the way around.
- Bullets are easy to skim, but take up more space. Paragraphs take up less space, but are harder to skim.
- If you use tabs, make sure they line up vertically down the page.
- Be consistent with periods – either have them at the end of each bullet point or don't use them at all.
- Avoid using dashes; use bullets instead.
- Use a laser printer whenever possible for printing. Otherwise, you ink may smudge more easily.
- Use CAPITAL LETTERS, **bold print**, or *italics* to highlight parts of your CV, but don't use them all at once.
- Use simple graphics such as lines to create a border.
- Create a well-organized and visually appealing CV.
- Use your horizontal space. Don't let your CV get too vertical, which will lead to wasted space.
- Print your CV on resume paper (e.g.: white, off-white or ivory).
- Use matching paper for your cover letter, especially when using a paper color other than white.
- Your CV is a sample of your work. Demonstrate your attention to detail and your conscientious approach to your work through the preparation of your CV.

Curriculum Vitae Resources

When conducting online searches for information about CVs or for sample CVs, be aware that the terms “curriculum vitae” or “CV” describe a document like an American “resume” in many countries outside of the United States.

General

Quint Careers: http://www.quintcareers.com/curriculum_vitae.html

About: <http://jobsearch.about.com/od/curriculumvitaewriting/a/blcv.htm>

UC Riverside Career Center: <http://www.careers.ucr.edu/Students/Graduates/CV/>

MIT Careers Office: <http://web.mit.edu/career/www/guide/cv.pdf>

UC Berkeley Career Center: <http://career.berkeley.edu/Phds/PhDCV.stm>

Stanford University Career Development Center: <http://cardinalcareers.stanford.edu/guides/grad.html>

Academic

The Chronicle of Higher Education: <http://chronicle.com/jobs/tools/cvdoctor/>

Ball State University Career Center: <http://www.bsu.edu/students/careers/documents/cv/>

Medical/Healthcare

American College of Physicians: <http://www.acponline.org/counseling/letrescv.htm>

Association of American Medical Colleges: <http://www.aamc.org/students/cim/careerplanning.htm> (login required)

Harvard School of Public Health Career Services Guide: <http://www.hsph.harvard.edu/careers/guide-resumes.html>

Humanities and Sciences

UT at Austin, College of Natural Sciences Career Services:

<http://cns.utexas.edu/careerservices/students/careerinfo/resources/handouts/preparingcv.html#top>

Duke University Career Center: http://career.studentaffairs.duke.edu/graduate/find_job/apply/cv.html

Science Careers: http://sciencecareers.sciencemag.org/career_development/tools_resources

Office Address:

National Institute of Health
2 Center Drive
Bethesda, MD 20892
301.552.8987

CASEY CANDIDATE

ccandidate@nih.gov

Home Address:

124 Downey Street
Bethesda, MD 20886
301.566.2325

Education

Doctor of Philosophy, Microbiology and Immunology, 05/2004
Virginia Commonwealth University (VCU), Richmond, Virginia
Dissertation: Regulation of aerobic gene expression in Escherichia coli

Master of Science, Microbiology and Immunology, 05/2001
Virginia Commonwealth University (VCU), Richmond, Virginia

Bachelor of Science, Biology, 05/1999
University of Virginia (UVA), Charlottesville, Virginia

Research Experience

National Institutes of Health, Bethesda, MD
Post-doctoral Fellow, 08/2004 - present

- Synthesize and purify hundreds of oligonucleotides
- Sequence DNA
- Construct a cosmid library from human blood DNA

Department of Microbiology and Immunology, VCU, Richmond, VA
Ph.D. Research, 05/2002 – 05/2004

- Designed and conducted experiments for purification and characterization of the repressor for the sn-glycerol 2-phosphate regulon of Escherichia coli k-12
- Identified structure of the glp repressor and determined DNA binding domains

Department of Biology, VCU, Richmond, VA
Research Assistant, 09/1999 – 06/2000

- Performed protein bioassays and prepared tissue cultures
- Assisted with DNA preparations for DNA fingerprinting including isolating DNA and electrophoresis
- Analyzed data

Department of Biology, UVA, Charlottesville, VA
Research Assistant, 01/1999 – 05/1999

- Participated in DNA fingerprinting project
- Digested genomic DNA with restriction enzymes
- Separated digested DNA fragments by electrophoresis through agarose gels and transferring by Southern blotting technique
- Prepared buffers, photographed gels and developed autoradiographs

CASEY CANDIDATE, Page 2

Teaching Experience

Department of Microbiology and Immunology, VCU, Richmond, VA
Instructor, 08/2001 – 05/2003
Courses: Principles of Molecular Microbiology, Molecular Genetics

Publications

Department of Biology, VCU, Richmond, VA

Teaching Assistant, 08/2000 – 05/2001

Courses: Introduction to Biological Science, Genetics

Candidate, C.S. 2004. Structure of the *glp* repressor and the determination of DNA binding domains. *Journal of Biology*. 12: 134-139.

Candidate, C.S. and Williams, R.D. 2003. Structures of the promoter and operator of the *glpD* gene encoding aerobic sn-glycerol 3-phosphate dehydrogenase of *Escherichia coli* K-12. *Journal of Microbiology*. 10: 32-35.

Candidate, C.S., Williams, R.D., Terry, P.R. 2002. Purification and characterization of the repressor for the sn-glycerol 3-phosphate regulon of *Escherichia coli* K-12. *Journal of Microbiology*. 7: 65-69.

Distinctions

Outstanding Graduate Student Instructor Award, 2003

Mary P. Coleman Award, 2002

John Reinhold Graduate Fellowship, 1999 – 2002

MCV Alumni Association of VCU Scholarship, 1999

Samuel K. Harris Presidential Scholarship, 1995 – 1999

Phi Beta Kappa, 1999

Professional Organizations References

American Society for Microbiology, 2000 – present

Virginia Academy of Sciences, 2000 – present

Sarah Stevenson, Ph.D.

Director, Fellowship Training Program

National Institutes of Health

2 Center Drive

Bethesda, MD 20892

301.552.8992

sstevenson@nih.gov

Cynthia O'Brien, Ph.D.

Professor

Department of Biology

Virginia Commonwealth University

1000 West Cary Street

Richmond, VA 23284

804.828.8745

cobrien@vcu.edu

Rodney Williams, Ph.D.

Professor

Department of Microbiology and Immunology

Virginia Commonwealth University

1101 East Marshall Street

Richmond, VA 23298

804.827.5458

rwilliams2@vcu.edu

Curriculum Vitae Example 2

Thomas Tenure

115 Cary Street Richmond, VA 23220 804.884-5656 ttenure@vcu.edu

OBJECTIVE

A tenure-track position within a psychology department at a university or college.

EDUCATION

Ph.D., Counseling Psychology May 2004
Virginia Commonwealth University (VCU) Richmond, VA

Dissertation: Counseling Supervision Approaches in College Counseling Centers

M.A., Counseling Psychology May 2003
Virginia Polytechnic Institute and State University (Virginia Tech) Blacksburg, VA

Thesis: Diagnosis of Children with Attention Deficit/Hyperactivity Disorder in a Low Income Community

B.A., Major: Psychology May 2001
Virginia Polytechnic Institute and State University (Virginia Tech) Blacksburg, VA

Magna cum laude

TEACHING EXPERIENCE

Instructor, Course: Developmental Psychology August 2004 – May 2006
Department of Psychology, VCU Richmond, VA

- Taught one section of Developmental Psychology to 25 – 40 students.
- Developed course syllabus.
- Lectured and facilitated class discussions.
- Created and evaluated examinations.

Instructor, Course: Introductory Psychology August 2004 – May 2005
Department of Psychology, VCU Richmond, VA

- Taught two sections of Introductory Psychology to 100 – 125 students.
- Gave weekly lectures.
- Graded examinations.

Teaching Assistant August 2001 – May 2003
Department of Psychology, Virginia Tech Blacksburg, VA

Courses: Introductory Psychology, Developmental Psychology, Research Methods

- Taught two sections of Research Methods lab to 12 – 15 students
- Held office hours to individually respond to students' questions and concerns.
- Graded examinations and APA style papers.
- Organized and led study sessions in preparation for exams.

RESEARCH EXPERIENCE

Practicum Research Assistant January 2005 – May 2006
Department of Psychology, VCU Richmond, VA

Supervisor: Dr. Stanley Pritchard

- Designed and executed study of counseling supervision methods.
- Statistically analyzed and interpreted data.

Research Assistant August 2002 – May 2003
Department of Psychology, Virginia Tech Blacksburg, VA

Supervisor: Dr. Carol Ramirez

- Conducted interviews of children diagnosed with AD/HD.

Thomas Tenure
Page 2**COUNSELING EXPERIENCE****Practicum**

University Counseling Services, VCU

- Conducted intake interviews.
- Provided individual counseling sessions for a caseload of 15 clients.

August 2003 – December 2004
Richmond, VA**Practicum**

Center for Psychological Services and Development, VCU

- Conducted individual counseling on a short-term basis.
- Co-facilitated group counseling sessions on body image and eating disorders.

August 2004 – May 2005
Richmond, VA**PRESENTATIONS AND PUBLICATIONS**

Tenure, Thomas (2006). Counseling supervision approaches in college counseling centers. Paper presented at the American Counseling Association National Conference, Washington, DC.

Tenure, Thomas (2006). Factors affecting diagnoses of children with ADHD in a low income community. *Journal of Education Psychology*, 132-139.

Tenure, Thomas (2003). Case study: diagnoses of children with attention deficit/hyperactivity disorder in a low income community. Paper presented at the American Psychological Association National Annual Conference, Seattle, WA.

HONORSGraduate:

Trubar Scholar, 2005

Curtis T. Nelson Fellowship, 2005

Academic Excellence Award, 2004

Undergraduate:

Phi Beta Kappa, inducted 2001

Psi Chi, Psychology National Honor Society, inducted 2000

Weinstein Scholarship, 1998

PROFESSIONAL AFFILIATIONS

American Psychological Association, member since 2003

American Counseling Association, member since 2003

LICENSURE

Licensed Professional Counselor Supervisor, State of Virginia, 2006

Licensed Professional Counselor, State of Virginia, 2003

RESEARCH INTERESTS

Counselor Supervision

Attention Deficit/Hyperactivity Disorder

Developmental Psychology

COMPUTER SKILLS

SPSS, SAS, Microsoft Office (Word, Excel, PowerPoint, Access)

References Outline

*Jamie T. Student

1234 Broad Street, Apt. A, Richmond, VA 23284
(804) 555-5678, studentjt@vcu.edu

References

**(Dr./Mr./Ms./Mrs.) Name
Title
Organization
Address
City, State, Zip
(Area Code) Telephone Number
Email Address (if he/she has one)
***Relationship

**(Dr./Mr./Ms./Mrs.) Name
Title
Organization
Address
City, State, Zip
(Area Code) Telephone Number
Email Address (if he/she has one)
***Relationship

**(Dr./Mr./Ms./Mrs.) Name
Title
Organization
Address
City, State, Zip
(Area Code) Telephone Number
Email Address (if he/she has one)
***Relationship

Tips and Reminders

*For continuity, use the same header on your references page as you do on your CV. If your reference page gets separated from your CV, the employer has your contact information. If you don't have room for all of that, at least put your "Name, References" in the top, left corner so the reader will know who the references belong to if separated.

**Always put some sort of descriptor here. There is nothing more embarrassing for a reference checker than insulting the person they are about to have a conversation with. Example, "Hi, is Ms. Knight available?" "This is DOCTOR Knight." Do your homework and find out if they have their doctorate or whether they are married (for women). If you do not know if a woman is married, Ms. is appropriate and professional.

***Optional. This just gives the person checking your references a feel for who he or she is about to speak to when calling. Example: Dr. Jones was the Principal Investigator for the research I assisted with at NIH. Example: Dr. Smith was my advisor in my master's program. He has known me for years.

► Most organizations want 3 – 5 references. You would use the same outline for each reference as shown to the left.

► Print your reference page on resume paper too. You want your cover letter, CV, references and application (if applicable) all to match.

► ALWAYS ask someone to be a reference ahead of time. If someone calls that person out of the blue, he or she may be upset with you and give you a poor reference. He or she could also be upset because he or she was not more prepared to speak about your skills and abilities. So always ask first.

► Avoid using "character" references. These are people like a sports coach from high school, someone from your place of worship, a parent, or a family friend. These are okay if the organization needs to check out your character (i.e., the FBI, the police, law enforcement positions, etc.), but for the most part, organizations want professional references – people who can speak about what you are like at work or in class. So think of supervisors, co-workers, professors you have a good relationship with, etc.

► After you have an updated copy of your CV, offer to send an e-copy or drop off a hard copy to each of your references. By sending them a copy of your CV, you enable them to stay up-to-date with what you've been up to and help them to better speak to your abilities.

Curriculum Vitae Action Verbs

<p>Management/ Leadership Skills</p> <p>administered assigned attained chaired consolidated contracted coordinated decided delegated developed directed eliminated enhanced enforced established evaluated executed generated headed hired improved incorporated increased inspected instituted led managed motivated organized oversaw planned presided prioritized produced recommended reorganized reviewed scheduled strengthened supervised</p>	<p>confronted consulted contacted convinced cooperated corresponded defined directed drafted drew up edited elicited explained expressed formulated influenced interpreted interviewed judged lectured marketed mediated moderated negotiated observed participated persuaded presented promoted publicized reconciled recruited referred reported resolved responded spoke suggested summarized synthesized talked translated wrote</p>	<p>evaluated examined extracted formulated gathered identified interpreted interviewed invented investigated located measured organized researched reviewed solved summarized surveyed systematized tested</p> <p>Technical Skills</p> <p>applied assembled built calculated conserved constructed designed determined developed installed maintained operated programmed resolved specialized upgraded</p>	<p>explained facilitated guided individualized instructed motivated set goals stimulated taught trained transmitted tutored</p> <p>Creative Skills</p> <p>acted authored composed conceptualized created decorated designed directed displayed entertained fashioned formulated founded illustrated introduced invented made modeled originated performed photographed planned revised shaped</p> <p>Helping Skills</p> <p>advocated aided answered cared for clarified counseled diagnosed educated encouraged facilitated familiarized furthered helped</p>	<p>influenced insured mentored provided referred rehabilitated simplified supplied supported volunteered</p> <p>Organizational Skills</p> <p>approved arranged cataloged categorized charted classified coded collected compiled corresponded detailed distributed filed generated implemented inspected maintained monitored operated organized prepared processed provided recorded reviewed scheduled sorted submitted standardized systemized updated validated verified</p> <p>Financial Skills</p> <p>analyzed appraised audited balanced</p>	<p>budgeted calculated computed developed estimated forecasted managed marked planned projected reconciled reduced researched</p> <p>More Verbs</p> <p>accomplished achieved acknowledged adjusted affected anticipated approached asserted assessed assisted attended conceived conciliated contributed controlled delivered detected devised dispensed effected electrified endured enlisted exchanged expanded expedited experienced explored followed found governed handled improved informed initiated innovated integrated learned</p>	<p>listened logged manipulated maximized merchandised met minimized modified navigated negotiated obtained perceived perfected pioneered preserved printed promoted proofread proposed protected purchased quoted ran raised read realized received rectified redesigned reduced related remodeled rendered renewed repaired represented reserved resolved scanned screened selected served sketched sold sparked spearheaded staffed studied succeeded traveled treated unified utilized</p>
<p>Communication Skills</p> <p>addressed advertised arranged collaborated communicated composed condensed</p>	<p>Research Skills</p> <p>analyzed clarified collected compared conducted determined disproved</p>	<p>Teaching Skills</p> <p>adapted advised arranged clarified communicated conducted coordinated critiqued developed enabled evaluated</p>				

Curriculum Vitae Proofreading Checklist**Spelling**

- Are all the words you are using familiar to you?
- All CAPITALIZED words are spelled correctly
- Read every word aloud to catch mistakes or left out words
- A friend proofread your CV for you
- All words that may be easily confused have been checked: accept (to receive), except (to exclude); all right (is 2 words), alright (is NOT a word); affect (to bring about change), effect (the result); personal (private), personnel (staff members); role (a character assigned or a function), roll (to revolve)

Punctuation

- Use of punctuation is consistent—i.e. if you use periods at the end of your phrases, then use them at the end of all the phrases
- Exclamation points are not used
- Commas are used to separate information instead of periods
- There are no commas between month and year

Grammar

- All verbs in each job skill section are in the same tense—i.e. current jobs should be in the present tense and past jobs in the past tense
- All proper nouns are capitalized
- Numbers between one and nine are written out, numerals are used for all numbers 10 and above
- Sentences starting with numbers should spell out that number
- Date formats are consistent—i.e. pick 11/98 or November 1998 and use it throughout the CV
- Capitalize seasons when associated with a date—i.e. Spring 2005

Content

- A professional in your field, as well as a Career Services professional have critiqued your CV
- Dates are accurate
- Address, phone number and e-mail address are correct
- Number of returns or spaces between categories or items are consistent
- Your name is on all pages submitted (CV, reference page and cover letter)
- Salary history is omitted (this should be included in a cover letter if requested)
- Personal information such as sex, age, race, marital status is NOT included
- The word "I" is not on the resume at all
- Experience includes organization name, job title, city, state of company, and dates employed
- Education and Awards do not include high school

Format

- There is plenty of white space—e.g. your CV is not overcrowded and margins are appropriate
- The font is the same throughout the CV
- Headings stand out from the text to make skills and qualifications easier to find
- Bold and italics have been used to make important items stand out
- At arm's length, the text and white space look balanced
- Your name is larger than the rest of the text on the page
- Only the front side of the paper is used

Final Copy

- Resume quality paper was used for the final copy—ivory, gray or white, 100% cotton
- The watermark is right side up on the final copy
- Items are not stapled
- Large manila envelope or envelopes matching resume paper are used