Sample Academic Curriculum Vitae

What is the difference between a curriculum vitae (CV) and a resume?

The primary differences between a resume and a curriculum vitae (CV) are the length, what is included and what each is used for. A resume is a one or two page summary of your skills, experience and education. While a resume is brief and concise - no more than a page or two, a Curriculum Vitae is a longer (at least two page) and more detailed synopsis.

A Curriculum Vitae includes a summary of your educational and academic backgrounds as well as teaching and research experience, publications, presentations, awards, honors, affiliations and other details. In Europe, the Middle East, Africa, or Asia, employers expect to receive a curriculum vitae.

In the United States, a curriculum vitae is used primarily when applying for academic, education, scientific or research positions. It is also applicable when applying for fellowships or grants.

Sample Academic Curriculum Vitae

CONTACT INFORMATION
Name
Address
City, State, Zip
Telephone
Cell Phone
Email

SUMMARY STATEMENT (Optional)
Include a brief list of the highlights of your candidacy.

EDUCATION
List your academic background, including undergraduate and graduate institutions attended.
Graduate Institution, City, State
Degree, Major, Date of Graduation
Dissertation
Graduate Institution, City, State,
Degree, Major, Date of Graduation
Thesis
Undergraduate Institution, City, State
Degree, Major, Date of Graduation

EMPLOYMENT HISTORY
List in chronological order, include position details and dates.

POSTDOCTORAL TRAINING
List your postdoctoral experiences, if applicable.

FELLOWSHIPS
List internships and fellowships, including organization, title and dates.

LICENSES / CERTIFICATION
List type of license, certification or accreditation and date received.

PUBLICATIONS / BOOKS

PROFESSIONAL AFFILIATIONS

SKILLS / INTERESTS