CURRICULUM VITA

**Guidelines and Tips**

 **Differences**

|  |  |
| --- | --- |
| curriculum vitae | resume |
| Most often required for higher educationand research positions | Most commonly required for industry positions |
| Demonstrates a candidate’s full professional work history and experiences | Focuses on the candidate’s strongest, most relevant qualifications and experiences |
| Comprehensive biographical statement focusing on professional qualifications and activities | Demonstrates a fit for a specific job or type of position |
| Includes more diverse experiences | Provides a summary of educational and experience-based qualifications |

**Helpful Hints**

* Organize your document in relevance to job description/industry
* Use consistent formatting
* Do not exaggerate experience or skills
* Use reverse chronological order – list present first; then proceed with earlier items
* Use concise phrases with minimal punctuation
* Use industry-appropriate format when citing publications and presentations, contact your faculty or adviser with questions
* Do not include photos
* Grammar, spelling and typing should be flawless
* Name and page number on each page (after first page)
* Font size should be 10-12
* Margins must be 1/2” to 1”

CV Heading Options

## Identification information

* + Name
	+ Current address
	+ Email and phone number

**Career objective/summary** (optional)

* + Tailored to position

**Education** (reverse chronological order)

* + Name of college/university
	+ Location (city/state)
	+ Date of completion
	+ Title of academic degree
	+ Area of specialization (if applicable)
	+ Title of thesis/dissertation
	+ Thesis/dissertation adviser (optional)

## Supplemental education

* + Name of college/university/institution
	+ Location (city/state)
	+ Date of completion
	+ Title of course/program

**Lab/research experience** (reverse chronological order)

* + Institution/organization/company
	+ Department
	+ Location (city/state)
	+ Title/position and date
	+ Describe research scope/abstract
	+ Description of duties using

Action Verb + Skill + Task = Result formula

**Teaching experience** (reverse chronological order)

* + Name/title of course
	+ Institution/organization/company
	+ Location (city/state) and date
	+ Title/position
	+ List faculty member (optional)
	+ Department
	+ Description of duties using AV+S+T=R formula

**Work experience** (reverse chronological order)

* + Institution/organization/company
	+ Department
	+ Location (city/state) and date
	+ Title/position
	+ Description of duties using AV+S+T=R formula

## Publications

* + Use proper citations

(Consult faculty/Center for Writers)

* + All authors’ names (bold your name)
	+ Title of article
	+ Journal name
	+ Date of publication
	+ Publication status (submitted, under review, in press)

## Presentations

* + Presenters’ names (bold your name)
	+ Title of presentation
	+ Name of conference
	+ Date and location (city, state)
	+ Award received (if applicable)

## Grants received

* + Name of grant
	+ Granting agency
	+ Date received
	+ Title/purpose of project
	+ Amount of grant
	+ Principal investigator or co-principal investigators (if applicable)

## Professional memberships

* + Relevant memberships only
	+ Organization name
	+ Role (if applicable)
	+ Date and location (city, state)

## Other competencies/skills

* + Can include languages, technology, laboratory

## Special awards and honors

* + Title/name
	+ Date received

## Community/volunteer involvement

* + Name of organization
	+ Date and location (city/state)
	+ Description of responsibilities

## Interests (optional)

* + Within industry, teaching or research areas
	+ Service to profession/college/university
	+ Avoid unrelated and personal hobbies

## References

* + Name of reference
	+ Title/department
	+ Organization/institution
	+ Contact information (address, phone, email)