CURRICULUM VITA

**Guidelines and Tips**

**Differences**

|  |  |
| --- | --- |
| curriculum vitae | resume |
| Most often required for higher education  and 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)