

CV

5. CV

What is a CV?

The Curriculum Vitae or CV can be translated as "the course of one's life/career" and provides a comprehensive overview of your academic background and professional accomplishments. A CV is often needed to apply to graduate programs, employment in academia or international organizations, and in certain professional fields.

Many of the rules of writing a résumé can also be applied to writing a CV. One major difference between a resume and a CV is the length. While a résumé is usually one to two pages, a CV is generally longer. The length of a CV varies across disciplines. It is helpful to speak with people from your academic department about particular rules to follow on writing a CV in your field. A two to three page CV is the norm for most graduate students but usually will grow in length after more accomplishments and experience in the field.

Another difference between the CV and résumé is that the CV includes a greater range of information. The focus is more on academic achievements such as educational background, research interests, published works, teaching experience, academic honors/awards, and other related professional experience.

Anatomy of CV's

The following components are important to include when writing your CV:

Sections and their Headings	Description
Personal Information	Your name should appear on every page and include a page number after the first page. Your contact information only needs to be on the first page but should include address, phone number(s), and email address.

Summary of Qualifications/Achievements (optional)	Since the CV is often lengthy and more detailed than a résumé, it is helpful to include a section that summarizes your most important skills and accomplishments.
Education (coursework and dissertation information can be listed in a separate section)	List your institution, degree, major or field of concentration, and date at which degree was received or will be completed, and coursework. You can include the title of your dissertation and the name of your advisor here or in a separate section. Include a brief description of your dissertation and skills/methodology (if applicable).
Honors/Awards/Grants (May be listed as separate sections)	List name of honor or award and the date it was received. You can list grants here or in a separate section. Include the name of the funding agency and/or grant and the project(s) it is funding.
Experience (May be listed as separate sections: Teaching Experience, Research Experience, Professional Experience, etc...)	Describe all teaching, research, and professional work experience that is relevant to your professional objective. Only provide detail on experiences that are related to your professional objective. You can condense any unrelated professional experiences.
Publications/Presentations (May be listed as two separate sections)	Any publications or presentations should be included near the end of the CV. These should always be written in a bibliographical format. Items to be listed under publications include books, articles, research papers, unpublished manuscripts or book chapters.
Professional Affiliations	These can be both scholarly and professional memberships in organizations. Any leadership roles should be stated.
References	Name, organization and contact information of people who have written letters of recommendation for you. Also list the kind of relationship you have with the person, i.e. supervisor, mentor, advisor, etc.
Community Involvement/Volunteer Experience, Technical Skills (Computer Skills), Travel / Exposure to Cultural Experiences, Foreign Language Skills, Research Interests	These sections are optional, but should definitely be included if you have something to offer.

Additional Tips for your CV

- Your CV should be well organized and consistent. Since CV's are usually longer than résumés, it is extremely important to make them as readable as possible.
- When writing your CV, be descriptive; and include numbers where possible.
- Make sure to include relevant information in your CV to match and support your professional, academic or research objective.
- Research the program or position that you are applying to so that your CV is relevant to the requirements of the program or position.
- Proofread your CV more than once. Ask for help from your advisor and other colleagues to look over your CV.
- Look at examples of other CV's from peers in your department, online, in books, and from friends to get ideas for layout and content.

References

Hume K. (2005). *Surviving Your Academic Job Hunt. Advice For Humanities PhDs*. Palgrave Macmillan.