

Curriculum Vita (CV)

Curriculum Vita (CV) is Latin for “the course of life” and serves as a comprehensive statement of your educational background and relevant experiences. A CV is common in academic settings, such as graduate school applications and consideration for teaching positions, fellowships, and grants.

A CV is similar to a resume, with two key differences. Whereas a resume serves as a brief summary of qualifications, a CV provides a detailed account of all relevant activities. Therefore, a CV is typically longer than 1 page (standard for resumes) and includes sections and information that may not be included on a resume.

Note: You may also come across a request for a CV, as opposed to a resume, when applying for international opportunities. Be sure to follow industry and country standards for content and formatting.

WRITING GUIDE

- Start with contact information and education.
- From there, list sections in order of importance as they apply to the position you are seeking and your own background. Some examples are provided on the back of this handout.
- Experiences within each section should be listed in reverse chronological order.
- Layout and appearance are important. Your CV should be well organized. Bullet points can help guide the reader through the document. Another strategy is to place important information (job title, etc.) on the left and keep dates to the right.
- Content determines length, but 1-2 pages is appropriate for a recent graduate. Use at least 1 inch margins.
- Be consistent with grammar and descriptions. Avoid using first-person pronouns and complete sentences.
- Use black text, 11-12 point font. Utilize **bold** or *italics* to highlight information. Be consistent with your formatting and punctuation.
- It is not necessary to list references.

CONTACT INFO

Your name should be prominent and bold. Any subsequent pages should contain name and page number at the top of each page.

EDUCATION

List all institutions, degrees, and graduation dates. Be sure to include study abroad experience, if applicable. If you completed a thesis as part of your studies, list it here. Academic awards or honors can be described here, or in a separate section.

Spike Bulldog

(509) 313-4234 | SBulldog@zagmail.gonzaga.edu

EDUCATION

Gonzaga University, Spokane, WA

Bachelor of Science in Biology

- Senior Thesis: "Biology and You"

May 2018

School for Field Studies, Yungburra, Australia

Study Abroad Program

September – December 2016

Common CV Sections

After listing your contact information and educational background, add sections that are applicable to the position or program you are seeking. Below and to the right are examples of commonly used CV sections and a short description of how to approach them in your CV. In some situations it may make sense to combine or rename sections.

You will likely not use all of these sections. Focus on those that pertain to your own experiences and the educational or career goal that you are seeking.

PROFESSIONAL EXPERIENCE

List job titles, employers, location, dates of employment, and duties. Highlight your work-related accomplishments using action verbs and quantifying results whenever possible. If experiences include more than one area, you can break this category into functional titles or separate sections such as research, teaching, or clinical experiences.

RESEARCH EXPERIENCE, INTERESTS

List the institution, professor, project, and date. Briefly describe the research and your contributions. In some situations, it may be appropriate to list current research interests.

AWARDS, FELLOWSHIPS, HONORS, GRANTS

List all relevant academic distinctions, teaching awards, fellowships, scholarships, honors, or grants you have received. Grants should be limited to academic or research pursuits; do not include financial aid.

PUBLICATIONS, CREATIVE WORK

Use standard bibliographic form to cite articles, research reports, and book reviews that you have published. If applicable to your field, include poems, musical recitals, or art exhibits. You can also list work that has been submitted for publication, but be sure to clarify.

PRESENTATIONS

List talks you have given, along with the names, dates, and locations of the conferences or meetings where you presented that work. You can also include upcoming presentations, but be sure to clarify.

LEADERSHIP, SERVICE EXPERIENCE

Organizational involvement, community service, and/or leadership activities or roles you hold should be included. Apply the STAR method to describe your involvement.

SKILLS, CERTIFICATIONS

List any hard, technical skills or professional certifications you possess. For example: languages, research analysis software, Adobe Photoshop, computer science languages, or teaching certifications. Avoid listing soft skills, as these are more difficult to support.

PROFESSIONAL AFFILIATIONS

List major professional organizations to which you belong or with which you are affiliated. If applicable, include names, offices held, activities, and events or conferences attended.