

CURRICULUM VITA

HOW IS A CURRICULUM VITA (CV) DIFFERENT FROM A RESUME?

- It is primarily used when seeking academic and research positions
- It can be longer than 1 page, anywhere from 2 to 10 pages
- More information is included under each category, especially education
- It includes a broader array of experiences

BASIC TIPS:

- Do NOT use a template, and keep format simple; be organized, consistent, and clear
- Only highlight areas that fit your experiences
- Most important information always on the first page
- Education listed in reverse chronological order
- Publications always listed last
- Avoid unnecessary words, such as “responsibilities included”
- Use action phrases, not sentences written in the first person
- You can always change your CV to cater to different positions or programs
- Proofread, and have your advisor or mentor review
- If longer than 1 page, include name and page number on each page after the first
- Do NOT include personal information, such as marital status or gender

POTENTIAL SECTIONS OF A CV (only relevant sections should be included):

- **Education** – Reverse chronological order
Sample: Vanderbilt University, Nashville, TN
Ph.D., subject area, date of completion (month and year)
Department Name, Dissertation, Brief description of dissertation
Advisor: Professor Name
List all universities attended, include study abroad institutions
- **Research Experience** – Reverse chronological order
Sample: Institution/Lab/Unit, University
Research Associate – (dates), description of research
- **Research Interests** – List
- **Teaching Experience** – Reverse chronological order
Sample: Department of _____, Vanderbilt University
Teaching Assistant – highlight development of courses, designing experiments, and independent teaching activity, specify courses taught.
- **Work Experience** – Emphasize related experiences and skills gained while working
- **Presentations** – Reverse chronological order, or group by topical/functional headings
- **Professional Societies** – Be sure to include leadership and specifics about involvement
- **Awards and Offices** – List
- **Skills** – Computer/Tech skills, special skills/qualities/attributes appropriate to the position or field of work
- **References** – Name, title, address, phone number, email address for 3 to 5 references (may be included on a separate sheet)
- **Publications** – Reverse chronological order in format appropriate for your field (write your own name in bold to highlight it)

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PHRASES FOR ACCOMPLISHMENTS:

Accountable to...
Acted/Functioned as...
All of the above resulted in...
Assigned to...
Complete authority and responsibility for...
Concerned directly with...
Consistently...
Dual/Multiple Responsibilities included...
Due to/Because of/As a result of...
Ensuring/Assuring...
Experienced in all facets/phases/aspect of...
Expertise in...
Extensive academic background in...
Extensive experience in...
Familiar with...
For the purpose of ...
Honored as...
In charge of...
In the capacity of...
Innovation resulted in...
Instrumental in...
Knowledge of...
Personally responsible for...
Proficient/competent in...
Projects involved...
Promoted from...
Proven track record of...
Provided liaison for/between...
Provided valuable/invaluable...
Recipient of...
Recommendations accepted by...
Regularly undertook...
Selected as/elected to...
Served/Operated...
Specialized in...
Specifically concerned with...
Successfully/succeeded in...
System/Program still in operation
Temporarily assigned to...
To insure maximum/optimum...
Total accountability for...