WHAT THE CURRICULUM VITAE IS

In the United States, the curriculum vitae (also known as CV or vita) is similar to the résumé, except much more extensive (usually three or more pages in length), more detailed, and with more emphasis on academics and/or research. In countries such as Europe, the Middle East, Africa, and Asia, a CV may be the same as a U.S. résumé (length varies depending upon the country). The following provides information on CVs as they are used in the U.S.

WHEN TO USE A CV

Curricula vitae (plural) are used mainly in academia and the sciences:

- extensively used when applying for academic positions
  - education administration (e.g. superintendents and principals)
  - higher education (administration, teaching, research)
- science and medicine
- consulting and research
- fellowships and grants
- speaking engagements
- graduate school applications

INFORMATION TO INCLUDE

As with the résumé, the CV could include a variety of headings. CVs tend to include more headings than do résumés. Following are a few examples of heading categories:

- higher education and degrees
- certifications/licensure
- highlights of graduate courses
- dissertations/theses
- class projects
- work experience/internships/practica/fieldwork
- academic awards/honors/scholarships/fellowships
- conferences/seminars/workshops
- teaching experience/interests
- research experience/interests
- laboratory skills
- grants (awarded and in submission)
- publications and papers under submission
- presentations
- professional associations and leadership positions
- overseas travel/study
- language competencies
- volunteer experience/community involvement
- references

INFORMATION NOT TO INCLUDE

As with résumés, include only relevant information, and omit information that could potentially lead to discrimination: age, ethnicity, race, religion, political affiliation, sexual orientation, height, weight, health, and marital status, for example. Make sure your email address is professional sounding. If it's something like hotmama@gmail.com, consider creating another email account to use for professional correspondence. Within the education section, do not include high school information. In the experience section, make sure you aren't exaggerating your experience—and never fabricate information.

HOW TO FORMAT THE CV

There is not one standardized CV format. The information should be easy to access, accurate, clear, and concise. Because different fields have different emphases and formatting, it's a good idea to look at examples of CVs in your particular field. Three areas to consider are organization, consistent structure and format, and appearance.

ORGANIZATION

Begin with your contact information (name, address, phone number, email address). Emphasize your name with boldface, all capital letters, or increased point size. Even if you're not a recent graduate, the education section usually appears first.

The information within the education and experience sections should be organized in reverse chronological order, beginning with the most recent. The headings after education should be organized based upon the position for which you're applying, with the most important information listed first. For example, if applying for a research position, then you should emphasize your experiences and skills most relevant to that research position.

CONSISTENT STRUCTURE AND FORMAT

Structure and format the information within the headings consistently. (For example, if you have your job title in bold type and listed before the employer, then all job titles should be in bold and listed before the employer.) Check for grammatical parallel structure also, e.g. all descriptions begin with action verbs. (See the Career Center's handout titled "Action Verbs.") Active voice is better than passive voice. As with résumés, the CV uses sentence fragments rather than complete sentences. However, it's important to make sure everything else is grammatically correct. Avoid using the first-person singular "I" on the CV.

APPEARANCE

All of the headings should have the same format. For example, if one heading uses all capital letters and boldface, then all headings should have this format.

One-inch margins on all sides are appropriate. Use a typeface that is professional, easy to read, and not decorative. A standard font is preferable, so if you email your CV, the recipient also will have that font. Use font sizes between 10 and 12 points for the body text. However, for some fonts, 10 pt. may appear too small. Headings may use a larger point size than the body text uses.

Although bullets are used less frequently in CVs than in résumés, they make the document easier to access. When including bulleted lists, use the space efficiently. Make sure each line item contains more than two or three words; otherwise, the CV will have large gaps of white space.

Use a header or footer to number the pages (e.g. Page 2 of 5) and include your name with the page number after page 1. You also may want to include your phone number or email address in the header/footer.