



## CURRICULUM VITA

### Resume or Curriculum Vita

Résumé – A document that presents a brief overview of the candidate. Typically, it is one to two pages in length. General categories include: Profile, Education, Experience. A résumé document is appropriate for any candidate, including candidates seeking entry-level positions.

Curriculum Vita - A document that presents a detailed outline of the candidate. It is several pages in length. Specific categories might include: Education, Experience, Certifications, Awards, Special Skills, Research, Publications, Presentations, Professional Activities, Community Involvement. A curriculum vita document is appropriate for candidates with extensive education and experience, especially candidates seeking scientific, academic, or research-based positions.

### European and International Notes

Curriculum Vita (or CV) is a Latin term which means “the course of my life.”

Curriculum Vita (or vitae) is the name used in European and Asian countries to describe a résumé. England, Canada, and Australia also oftentimes use the term curriculum vitae when referring to a standard résumé.

In such international settings, a CV is a short document, no more than two pages, containing only a summary of the job seeker's employment history, qualifications, education, and some personal information. Some parts of Asia require applicants' photos, date of birth, and most recent salary information.

While international CVs use many of the same rules as American résumés, international CVs are likely to include details that are typically inappropriate on American résumés. On international CVs, date of birth and family information might be included. International CVs typically avoid promotional language and tend more towards describing experiences and activities using more factual and objective language. While US résumés should also be concise and non-narrative, there is more leeway for promotional language, subjective statements, and personality traits.

### US Curriculum Vita

In the United States, there is a difference between a résumé and a curriculum vita. In the US, a CV is a comprehensive document used in academic circles (scientific, medical, research) that elaborates on education, publications, presentations, and other achievements. A CV contains greater detail than a résumé. The rules for writing, content, and formatting are the same for a résumé and a curriculum vita.

CVs and résumés both have similar purposes. Both are marketing documents that provide key information about your skills, experiences, education, and personal qualities that show you as the ideal candidate. Where a résumé and a curriculum vita differ is their use and length. A CV tends to be used more for scientific and teaching positions than a résumé. Thus, CVs tend to provide greater detail about academic and research experiences. Where résumés tend toward brevity, CVs lean toward completeness.

This following sample (template) will give you some ideas about the possible items you can include in your curriculum vita. Your CV and its specific content should be tailored to your experience and background and your particular profession and reflect the priorities of your industry.

# YOUR NAME

Mailing Address | Telephone Number | E-Mail Address

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## SUMMARY

- Brief Summary of Qualifications, Knowledge, and Credentials
- Overview or Highlights of Experience
- Areas of Expertise and Specialties, Licenses, Certifications
- Title of Doctoral Dissertation, General Information About Research
- Number of Presentations, Number of Publications
- General Statements and Remarks about Skills and Capabilities
- List of Personal Traits and Attributes

## EDUCATION

**NAME OF INSTITUTION** - Location/Dates

- Degree, Certification, Diploma, Major, Minor
- Coursework, Subject Matter, Internships
- Scholarships, Honors, Awards, Achievements, Extracurricular Activities, Clubs

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## EXPERIENCE

**NAME OF COMPANY** - Location/Dates

- Job Title
- Description of Duties, Tasks, Responsibilities, Training
- Highlights of Experience, Specific Skills, Achievements, Special Projects

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## MEMBERSHIPS

- Name of Professional Association / Dates
- Name of Professional Association / Dates
- Name of Professional Association / Dates
- Name of Professional Association / Dates

## RESEARCH

**TITLE OF PROJECT** - Location/Dates

- Brief Description of Project
- Highlights of Research Methodology, Results

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## PUBLICATIONS

**TITLE OF ARTICLE** - Location/Dates

- Brief Description of Article
- Name of Journal in Which Article was Published

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## PRESENTATIONS

### **TITLE OF PRESENTATION** - Location/Dates

- Brief Description of Presentation
- Name of Sponsoring Conference or Group Where Presentation was Conducted

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## COMMUNITY

### **NAME OF ORGANIZATION** - Location/Dates

- Title, Official Capacity
- Involvement, Participation
- Description of Duties, Specific Skills, Special Projects

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## AWARDS

- Name of Award / Organization / Date
- Name of Award / Organization / Date
- Name of Award / Organization / Date
- Name of Award / Organization / Date