



CAREER CENTER

Keeping students in touch with their career development

WRITING A CURRICULUM VITAE

A curriculum vitae (a.k.a. “vita” or “CV”), like a resumé, is used as a marketing tool to provide key information about your skills, education, and experience to a potential employer. In this country a CV is typically used to apply for academic, research, and some educational administration positions. It is longer than a resume and displays academic credentials and accomplishments in greater detail. A CV for a young professional can be 2 – 4 pages in length while a CV for a veteran professional may be 6 – 8 pages long.

Please note: You may be asked to write a curriculum vitae for international employment. This type of CV is different from the American CV. Please refer to our International Employment handout for more information on applying for jobs overseas.

FORMAT:

The CV should look well organized and be easy to read quickly. Use blank space between sections and leave 1” margins on all four edges. Use CAPITALS, underlines, **bold** print and • bullets to highlight and call attention to important points. Make the most important information stand out on the left side of the page. Your finished CV should be typed or printed on one side of the page on good quality, standard 8.5 x 11 resume paper that is white or off-white. It is acceptable to staple the pages in the upper left hand corner.

LAYOUT:

Begin with identifying information:

JANE SMITH
950 Main Street
Worcester, MA 01610
(508) 793-5555
jsmith@clarku.edu

Include both current and permanent addresses if you expect the employer to contact you at either place. If you will be moving during the process of your job search include dates when you will be at each address:

JANE SMITH
jsmith@clarku.edu

(until May 19)
950 Main Street
Worcester, MA 01610

(after May 19)
11 South Street
Princeton, NJ 07113

OBJECTIVE:

If you have a specific career goal, indicate that in a concise statement:

“A research position in a biotechnology laboratory”
“Assistant Professor, English”

Otherwise, include your objective in your cover letter to a specific employer or for a specific job.

SUMMARY OF SKILLS (OR PROFESSIONAL EXPERTISE OR QUALIFICATIONS):

A short statement or bulleted list highlighting your strongest skills and areas of professional expertise can be an effective way to target your CV, especially if you have a mix of experiences in your career history. Be sure to include the skills and expertise listed in the description of the job you are seeking.

EDUCATION:

Generally, if you have been out of school less than five years, the education section should come before the experience section on your CV. Beginning with your most recent degree, list the institutions you attended, your major area of study, and the graduation date. Remember to include special programs such as a concentration or study abroad. Your thesis or research title may be listed here (in italics) if it relates to your professional goals or in another category such as Research Experience, Papers, or Publications (as applicable).

Clark University, Worcester, MA

M.A., International Development and Social Change, May 2002

Thesis title

B.A., Geography, May 2001

Honors thesis title

University of Namibia, Africa
Semester abroad, Spring, 2000

HONORS AND AWARDS:

List any awards or distinctions you received, including dean's list, cum laude, Phi Beta Kappa or Fiat Lux, fellowships and scholarships. Briefly describe any that are not self-explanatory. This section can be included within the Education section or listed separately.

PROFESSIONAL EXPERIENCE:

The next several categories will vary depending on your background, experience, and the position you are seeking. Possible category titles include:

PROFESSIONAL EXPERIENCE
INTERNATIONAL EXPERIENCE
TEACHING EXPERIENCE

CONSULTING EXPERIENCE
RESEARCH EXPERIENCE
RELATED EXPERIENCE

Beginning with your most recent position, list the places where you have worked, your job title, the location of the organization and the dates of your employment. Below these give a brief description of the tasks, accomplishments and key responsibilities of the position. Write in phrases, beginning each with an action verb. As with a resumé, your job descriptions can be in either bulleted or modified paragraph style. Internships and volunteer work may be included in this section or can go under "Additional Experience", "Related Experience" or "Community Service".

University of Massachusetts Medical Center, Neurology Clinic
Research Assistant

Worcester, MA
1999 – 2001

- Conducted clinical trials for longitudinal research project: *Effects of Selected Treatment Methods on Patients with Attention Deficit Disorder*.
- Interviewed participants; compiled and analyzed data.

Be sure to include any particular techniques or computer applications you are familiar with specific to the field.

PUBLICATIONS/PAPERS:

List papers and presentations that relate to your career goal:

Thomas, W., Jones, M., and Smith, J. (1999), *Fetal Alcohol Syndrome: A Case Study*. **The Exceptional Child**, 53(1), 17 – 20.

School Retention and Television Viewing. Presented at the 28th Annual Conference of the Society of Gifted and Talented Children, San Antonio, TX, 2000

COMPUTER SKILLS:

List programs you know how to use:
MS Word, Power Point, Access; etc.

LANGUAGE SKILLS:

List the languages you speak and/or write and your level of knowledge:
Fluent in French; proficient in Japanese; knowledge of conversational/written Spanish.

OTHER CATEGORIES:

A CV can include a variety of categories depending upon your specific background. Possible headings include:

TEACHING INTERESTS	LICENSURE/CERTIFICATION
RESEARCH INTERESTS	LEADERSHIP EXPERIENCE
GRANTS RECEIVED	TRAVEL EXPERIENCE
PROFESSIONAL MEMBERSHIPS	COMMUNITY SERVICE
RELEVANT COURSEWORK	SPECIAL TRAINING

WHAT NOT TO INCLUDE:

Do not include your height, weight or any other personal characteristics; your age, marital status, racial or ethnic identity; political or religious affiliations; place of birth; or any other information not related to your qualifications for the position. Do not attach a photograph.

FOR MORE INFORMATION:

The Curriculum Vitae Handbook, by Rebecca Anthony and Gerald Roe

<http://jobstar.org/tools/resume/res-cv.cfm>

<http://jobsearch.about.com/cs/curriculumvitae/>