A Curriculum Vitae

Also called a CV or vita, the curriculum vitae is, as its name suggests, an overview of your life's accomplishments, most specifically those that are relevant to the academic realm. In the United States, the curriculum vitae is used almost exclusively when one is pursuing an academic job. The curriculum vitae is a living document, which will reflect the developments in a scholar/teacher's career, and thus should be updated frequently.

When should job seekers use a curriculum vitae, commonly referred to as CV, rather than a resume? In the United States, a curriculum vitae is used primarily when applying for academic, education, scientific or research positions. It is also applicable when applying for fellowships or grants.

When asking for a job in Europe, the Middle East, Africa, or Asia, expect to submit a CV rather than a resume. Keep in mind that overseas employers often expect to read the type of personal information on a curriculum vitae that would never be included on an American resume, such as date of birth, nationality and place of birth. United States law on what information job applicants can be asked to provide does not apply outside the country.

The Differences between a Resume and a CV

There are several differences between a curriculum vitae and a resume. A curriculum vitae is a longer (up to two or more pages), more detailed synopsis of your background and skills. A CV includes a summary of your educational and academic backgrounds as well as teaching and research experience, publications, presentations, awards, honors, affiliations and other details. As with a resume, you may need different versions of a CV for different types of positions.

Like a resume, a curriculum vitae should include your name, contact information, education, skills and experience. In addition to the basics, a CV includes research and teaching experience, publications, grants and fellowships, professional associations and licenses, awards and other information relevant to the position you are applying for. Start by making a list of all your background information, then organize it into categories. Make sure you include dates on all the publications you include.



Curriculum Vitae Format

Your Contact Information

Name

Address

Telephone

Cell Phone

Email

Personal Information

Date of Birth

Place of Birth

Citizenship

Visa Status

Gender

Optional Personal Information

Marital Status

Spouse's Name

Children

Employment History

List in chronological order, include position details and dates

Work History

Academic Positions

Research and Training

Education

Include dates, majors, and details of degrees, training and certification

High School

University

Graduate School

Post-Doctoral Training

Professional Qualifications

Certifications and Accreditations

Computer Skills

Awards

Publications

Books



Professional Memberships

Interests

Review CV Samples

It's often helpful to take a look at a sample or two before you start writing. Here are a selection of sample CVs, including versions for academia and for international employment, to review:

http://jobsearch.about.com/od/cvsamples/a/blsamplecv.htm

Further information on how to construct a CV: http://owl.english.purdue.edu/owl/resource/641/01/



John Smith Street, City, State, Zip Phone: 555-555-5555 Cell: 555-666-6666

email@email.com

Objective:

Assistant Professor, Psychology

Education:

Ph.D., Psychology, University of Minnesota, 2006 Concentrations: Psychology, Community Psychology

Dissertation: A Study of Learning Disabled Children in a Low Income Community

M.A., Psychology, University at Albany, 2003 Concentrations: Psychology, Special Education

Thesis: Communication Skills of Learning Disabled Children

B.A, Psychology, California State University, Long Beach, CA, 2000

Experience:

Instructor, 2004 - 2006 University of Minnesota

Course: Psychology in the Classroom

Teaching Assistant, 2002 - 2003

University at Albany

Courses: Special Education, Learning Disabilities

Research Skills:

Extensive knowledge of SPSSX and SAS statistical programs.

Presentations:

Smith John (2006). The behavior of learning disabled adolescents in the classrooms. Paper presented at the Psychology Conference at the University of Minnesota.

Publications:

Smith, John (2005). The behavior of learning disabled adolescents in the classroom. Journal of Educational Psychology, 120 - 125.

Grants and Fellowships:

- RDB Grant (University of Minnesota Research Grant, 2005), \$2000
- Workshop Grant (for ASPA meeting in New York, 2004), \$1500



Awards and Honors:

- Treldar Scholar, 2005
- Academic Excellent Award, 2003

Skills and Qualifications:

- Microsoft Office, Internet
- Programming ability in C++ and PHP
- Fluent in German, French and Spanish

References:

Excellent references available upon request.



Curriculum Vitae

NGUYEN NGO Duc

Engineering Student

Current Address:	2 rue des Ecoles Pies, 34000 Montpellier France	1		08 February 1986
	Trance		Nationality:	Vietnamese
Mobile phone:	(+33) 6 01 11 11 11	T	Place of birth:	Hô Chi Minh city, Vietnam
Telephone:	(+33) 4 11 11 11 11	l		
E-mails:	name@gmail.com	1	name@polytech.univ-montpt2.fr	

Objective:

> 3 month internship/placement or job

Education

Third and fourth year engineering student at Polytech' Montpellier of Montpellier University 2007-2009

The Graduated School of Engineering of Montpellier, preparing a five year engineering degree in Micro-electronics and

Control System. Montpellier, FRANCE

2005-2007 2 ans de Parcours Ecoles Ingénieurs POLYTECH

Equivalent to 2 years of Preparatory Classes leading to a place in one of France's highly selective Engineering Schools*
POLYTECH Montpellier: Engineering School in association with Montpellier University of Science and Technology, France
*A place on the 2 year course is obtained after selection and interview.

2005 getting European Rescue Certificate issued by Red Cross

Montpellier, FRANCE

2005 Baccalaureate in Scientific

Equivalent to High School diploma plus University entrance in Science (GCE "A" levels in Science)

Montpellier, FRANCE

Work Experience

2008-2009 : Vice-President of Robotics club

Manage a team of 12 persons, answerable the Technology

: Work placement at LIRMM 2008 Summer

Programmer in robotics.

2008 Summer : Holiday job: versatile employee at KFC restaurant.

: Holiday job: automobile's assistant. 2007 Summer

2006-2007 : Volunteer for French Red Cross of Hérault, France. Assistant for the Red Cross Department President

:Vice-secretary of Buddhist Association of Languedoc-Roussillon, France. 2005-2006

Organizer and checker meetings.

Skills

- Bilingual Languages French

- Native fluency Vietnamese English - Good fluency Spanish - Beginner

Computer Software: Microsoft Office, Matlab & Simulinks, Maple, Orcad Cadence, Silvaco, MPLAB,

Cadence Virtuoso IC design, Microsoft Visual Studio, CodeWarriors, IAR.

Programming. C/C++, VHDL, BASIC Stamps, Assembly, HTLM, Flash, PHP.

Miscellaneous

Designer Top 128 international designer of PIC32 challenge (semi-finals).

French Academy Champion, French Interregional Champion. Judo competitor

Robotics PIC32 challenge, Boe-Bot full kit, EUROBOT (competition of the European robots).

Reference can be provided upon request