

CURRICULUM VITAE

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OVERVIEW

A curriculum vitae (CV) is an all-encompassing tool used to showcase academic, research and professional accomplishments. This document may resemble a resume, but is more comprehensive and typically used when applying for positions within academic institutions or areas where field specific knowledge and expertise is required. A more concise resume summarizes your skills and experience in relation to a specific career objective.

A CV is usually a two page minimum detailed synopsis of a person's skills, experience and education. A vitae includes a summary of a person's academic background. It also should include any teaching or research experience, applicable publications, presentations, honors, awards and other such related information. In the U.S., CVs are primarily used for those applying within the academic, education, scientific or research fields and will be asked for specifically as opposed to a one page resume. Those who hold masters or doctoral degrees should submit a CV when they apply for teaching or research positions at colleges, universities, or research institutions. Other industries and educational institutions, including public and private schools, usually prefer a resume, so be sure to follow up on what is expected.

The terms curriculum and vitae are derived from Latin and mean "courses of my life". In industry, both in and outside of the US, the term CV and resume may be used interchangeably. When applying for a job, identify your audience and understand which document they are requesting.

WHAT TO INCLUDE:

Your CV is your on-paper persona; it must be appealing and convince a search committee of your qualifications. Include the following information (not necessarily in this order):

- Name, address, telephone number, and/or e-mail address
- Degrees, institutions, and degree dates
- Thesis title(s), names of advisor and committee members
- Awards, fellowships, and grants
- Publications and presentations
- Teaching experience and interests
- Research experience and interests
- Related experience (for example, administrative or editorial experience)
- Language, computer, and/or other skills
- Activities and/or interests (optional)
- Service and membership in professional associations

Different disciplines may warrant additional sections, such as Data Sets (sciences), Performances (performing arts), etc.. Regardless of area of specialization, do not include personal information such as your age, marital status, race, ethnic

background, or religion for positions in the U.S.

HOW TO ORGANIZE:

Present your qualifications and achievements in a clear, concise, and organized fashion. Use topical headings and consider their order; what comes first will receive more emphasis. You typically start with academic preparation, drawing attention to the degrees and writings.

Formatting should support and not obscure the content of your CV. Consider your audience and make your CV easy to read. Names, titles, and dates should appear in the same place within each entry. Be consistent in your use of punctuation, type face, and indentation. Also, liberal use of white space and judicious use of bold type can help make your CV a swift and pleasant read.

LENGTH:

Content determines the length of the CV. The CV of a student or early in career professor may be two to four pages in length.

INTERNATIONAL CV:

Review specific country or region expectations if you are looking to apply for positions abroad. When applying for international positions, a different style of CV may be required; you will want to customize your document.

The international curriculum vitae resume is typically a six- to eight-page incredibly detailed resume. Although the international curriculum vitae (CV) resume solicits private information that's outlawed in the United States, such as your health status, the international CV is favored in some nations as a kind of global ticket to employment.

If you're applying in a non-English-speaking country, have your CV translated into the appropriate foreign language. Send both the English and the native-language version.

You can include things not normally seen on a resume in the states such as appropriate hobbies and personal interests that you'll easily adapt to an overseas environment.

[Your Name]: Curriculum Vitae

"[Street Address]" "[City, ST ZIP]" [Phone number]"

EDUCATION & PROFESSIONAL QUALIFICATIONS

[School Name], [City, ST] ■ "[Year Graduated]"

[Degree] in "[Field of Study]"

Areas of Concentration or Major: [Major]

Minor: [Minor]

Dissertation/Thesis: "[Title]"

Honors: "[Honors or Awards]"

[School Name], [City, ST] ■ "[Year Graduated]"

[Degree] in "[Field of Study]"

Areas of Concentration or Major: [Major]

Dissertation/Thesis: "[Title]"

Minor: [Minor]

Honors: "[Honors or Awards]"

AWARDS

- "[Award Name, Who Awarded, Date]"
- "[Award Name, Who Awarded, Date]"
- "[Award Name, Who Awarded, Date]"

TEACHING (OR RESEARCH) EXPERIENCE

At [School Name], [City, ST]:

[Job Title] – [Description] - [Date(s)]

[Job responsibility/achievement].

[Job Title] – [Description] - [Date(s)]

[Job responsibility/achievement].

RELATED EXPERIENCE

[Job Title], [Company Name], [City, ST], [Dates of employment]

[Job responsibility/achievement].

[Job Title], [Company Name], [City, ST], [Dates of employment]

[Job responsibility/achievement].

[Job Title], [Company Name], [City, ST], [Dates of employment]

[Job responsibility/achievement].

[Job Title], [Company Name], [City, ST], [Dates of employment]

[Job responsibility/achievement].

PUBLICATIONS AND PAPERS

- **"[Title]"**
"[Reason Done/Where Presented]" , [City, ST] "[Date or Year]"
- **"[Title]"**
"[Reason Done/Where Presented]" , [City, ST] "[Date or Year]" .
- **"[Title]"**
"[Reason Done/Where Presented]" , [City, ST] "[Date or Year]"

LANGUAGES

"[Primary/secondary languages spoken/degree of fluency]"

MEMBERSHIPS

"[Company or Organization Name]"

"[Company or Organization Name]"

"[Company or Organization Name]"

EXAMPLES:

NEW GRADUATE:

Ivana Teach

Permanent Address
 3333 W. Mulberry St.
 University City, AR
 (999) 777-7777

Present Address
 2000 West University St.
 Siloam Springs, AR 72761
 (333) 444-5555
IvanaT@jbu.edu

Education	Candidate for Bachelor of Science in Family and Human Services John Brown University (JBU), Siloam Springs, AR Minor in Psychology Expected Graduation: December 2006	
Skills and Attributes	Experience in leadership positions Experience in higher education Trustworthy and consistent	Excellent office skills Good communication skills Experience caring for children
Professional Training	Certified Prepare/Enrich: premarital/marital counseling (JBU) Core Communication training (JBU) Grant writing seminar (JBU)	Spring 2006 Spring 2006 Spring 2006
Professional Presentations/Papers	<i>Building Support Groups for Grandparents Parenting Grandchildren</i> Presented at Annual Symposium of Family Studies, John Brown University <i>Building Support Groups for Grandparents Parenting Grandchildren</i> Paper for Suzann Hernandez, Jones Center, Springdale, AR April 2006	
Professional Experience	Teacher's Assistant Dr. Lecture Lots, John Brown University - graded and recorded assignments - transcribed lectures	Fall '05-Spring '06 - worked on NCFR accreditation - worked directly with students
	Full-Time Nanny Nanny's R Us., Springdale, AR - provided full-time care for a child (50+hrs. weekly) - planned and participated in daily activities	Summer '04, Summer '05
Related Experience	Volunteer youth worker Find Faith Church, Fayetteville, AR - made weekly phone calls to youth - planned events	Fall 06 - Present - led small groups - staffed youth trips
	Mission Service: Monterey, Mexico - distributed food to poor families - aided in construction of church	Summer '00, Summer '01 - participated in drama production - assisted with children's ministry
Activities and Honors	Cathedral Choir (2003-2006) Psychology Club President Dean's Academic List	Residence Hall Association Speech and Debate Club JBU Leadership Program

John Smith

Street, City, State, Zip | 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.

John Doe
 111 Elm St. Apt 1B, Anytown, MA 11111
 (111) 111-1111
 JDoe@UState.edu

Education

Ph.D., English 2000

University of Massachusetts, Anytown, MA

Dissertation: "Transcending Identity Politics: *The Canterbury Tales* from a post-millennial perspective."

Coursework: Literary Criticism, Medieval Writers, Contemporary Literary Theory, Theory and Practice of Comparative Literature, Early French.

M.A., English 1997

A University, Anytown, NC

Thesis: "The synthesis of Paganism and Christianity in *Beowulf*."

B.A., Magna Cum Laude, English 1994

XYZ University, Anytown, NC

Areas of Concentration: Medieval English Literature, Comparative Literature

Minor: French Honors Thesis: "Prefeminist icons in *The Canterbury Tales*."

Awards

- Support Grant, National Endowment for the Humanities 1999 – 2000
- Postdoctoral Fellowship, University of Massachusetts 1998 – 2000
- Chancellor's Scholar, XYZ University 1995 – 1997
- Humanities Scholarship Grant, XYZ University 1996 – 1997

Teaching Experience

Lecturer – "Introduction to Early English Literature." 2000 – Present

University of Massachusetts, Anytown, MA

Developed syllabus and overall course structure, and administer all grades.

Received top rating

Adjunct Instructor – "Fundamentals of Literary Criticism." 1999 – Present

XYZ College, Anytown, MA

Provide input on course development and grading to Department personnel.

Adjunct Instructor – English 101, 102 1999 – Present

XYZ College, Anytown, MA

Oversee weekly lab practicum and administer all grades.

Teaching Assistant – to Professor Jane Doe in "Survey of Early 1995 – 1997

English Literature I"

Collaborated on curriculum and exam development, met with students,

and graded all written work, including final examinations.

Publications and papers

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- “Modthryth’s conversion and the Christianization of Northern Europe.” *The XYZ Journal* 17:85-101 (2000).
 - “Teaching Eleventh Century Literature in the Twenty-First.” Presented at the 28th Annual Meeting, Society for Early English Literature, Anytown, California, 1999.
 - “Femininity betrayed and redeemed: *The Handmaid’s Tale*.” Paper presented to the Historical Society for American Women, Anytown, Ohio 1995.
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Related Experience

Editor **1995 – Present**

XYZ Publishing, Anytown, NC

Remote developmental and copyediting of internal online and printed documentation.

Proofreader **1999 – Present**

XYZ County Proofreaders, Anytown, MA

Online proofreading and copyediting of client submissions.

Translator **1999**

Suchandsuch.com, Anytown, NC

Translated American-English external web site content to French.

Languages

- English – native language
 - French – speak fluently and read/write with high proficiency
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Professional Affiliations

- Adjunct Faculty Association, University of Massachusetts
- Five College Region Chair, Association for Non-Tenured Faculty
- Northeast Coordinator, Society for Early English Literature