

CURRICULUM VITAE

GUIDELINES AND TIPS

DIFFERENCE BETWEEN A CURRICULUM VITAE AND RESUME

CURRICULUM VITAE	RESUME
Most often required for higher education and research positions	Most commonly required for industry positions
Demonstrates a candidate's full professional work history and experiences	Focuses on the candidate's strongest, most relevant qualifications and experiences
Comprehensive biographical statement focusing on professional qualifications and activities	Demonstrates a fit for a specific job or type of position
Includes more diverse experiences	Provides a summary of educational and experience-based qualifications

HELPFUL HINTS

- Organize your document in relevance to job description/industry
- Use consistent formatting
- Do not exaggerate experience or skills
- Use reverse chronological order – list present first; then proceed with earlier items
- Use concise phrases with minimal punctuation
- Use industry-appropriate format when citing publications and presentations, contact your faculty or adviser with questions
- Do not include photos
- Grammar, spelling and typing should be flawless
- Name and page number on each page (after first page)
- Font size should be 10-12
- Margins must be 1/2" to 1"

CURRICULUM VITAE HEADINGS

Identification information

- Name
- Current address
- Email and phone number

Career objective/summary (optional)

- Tailored to position

Education (reverse chronological order)

- Name of college/university
- Location (city/state)
- Date of completion
- Title of academic degree
- Area of specialization (if applicable)
- Title of thesis/dissertation
- Thesis/dissertation adviser (optional)

Supplemental education

- Name of college/university/institution
- Location (city/state)
- Date of completion
- Title of course/program

Lab/research experience (reverse chronological order)

- Institution/organization/company
- Department
- Location (city/state)
- Title/position and date
- Describe research scope/abstract
- Description of duties using
Action Verb + Skill + Task = Result formula

Teaching experience (reverse chronological order)

- Name/title of course
- Institution/organization/company
- Location (city/state) and date
- Title/position
- List faculty member (optional)
- Department
- Description of duties using AV+S+T=R formula

Work experience (reverse chronological order)

- Institution/organization/company
- Department
- Location (city/state) and date
- Title/position
- Description of duties using AV+S+T=R formula

Publications

- Use proper citations
(Consult faculty/Center for Writers)
- All authors' names (bold your name)
- Title of article
- Journal name
- Date of publication
- Publication status (submitted, under review, in press)

Presentations

- Presenters' names (bold your name)
- Title of presentation
- Name of conference
- Date and location (city, state)
- Award received (if applicable)

Grants received

- Name of grant
- Granting agency
- Date received
- Title/purpose of project
- Amount of grant
- Principal investigator or co-principal investigators (if applicable)

Professional memberships

- Relevant memberships only
- Organization name
- Role (if applicable)
- Date and location (city, state)

Other competencies/skills

- Can include languages, technology, laboratory

Special awards and honors

- Title/name
- Date received

Community/volunteer involvement

- Name of organization
- Date and location (city/state)
- Description of responsibilities

Interests (optional)

- Within industry, teaching or research areas
- Service to profession/college/university
- Avoid unrelated and personal hobbies

References

- Name of reference
- Title/department
- Organization/institution
- Contact information (address, phone, email)