

CAREER & PROFESSIONAL DEVELOPMENT CENTER

WHAT IS A CURRICULUM VITAE (also called a CV or Vita)

- A comprehensive biographical statement used instead of a resume for primarily academic audiences, education, science and teaching positions.
- Designed to present a complete picture of the breadth and depth of academic experience a person has accumulated.
- Content will include lists of publications, presentations, honors, grants, and teaching experience. Very little of this would be included on a resume.
- Multiple pages in length.

Note: Curriculum Vita is also the term used to describe the resume format for many jobs abroad. Other countries do not limit the use of a CV to the academic or research setting, so make sure you know the accepted resume/CV format for the field and country in which you area you are applying.

When should I use a CV?

Knowing when to use a resume and when to use a CV is important, especially when a position or scholarship doesn't specify which to use.

Outside of academia or medicine, here are some times you might use a CV instead of a resume:

- Scholarship application
- IRB proposal
- Graduate school application

What to Include in a Vita?

Section Headings -Headings serve as a guide for readers. They keep your vita sharp and clear. There are a few standard headings that can be used, but you can use any headings you wish. Sub-headings can also be used. They can be effectively used when highlighting your accomplishments.

The following list should **not** be considered as complete. Looking at a CV from an advisor or professor in your specific field may provide ideas as to other areas that should be included.

Suggested section headings to consider:

Academic Preparation	Grants Received	Research Interests
Research Experience	Publications	Internships
Teaching Experience	Presentations	Certifications
Programs and Workshops	Fellowships	Creative Works
Professional Affiliations	Honors and Awards	Consulting Experience
Professional Experience	Dissertation	Teaching Interests
Languages	Committee Leadership	Special Training