

# Guide to Writing a CURRICULUM VITAE (CV)

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## What *IS* a CV, anyway?

A curriculum vitae (CV) is a document that outlines your entire academic history. It is used most often to apply for faculty positions at colleges and universities, for research-intensive positions at national labs or research institutes, and for fellowships, grants, or awards.

## What categories should I include in my CV?

At the very least, a CV should include contact information, education, research experience, teaching experience (if applicable), publications, presentations, and references. Other potential categories are listed below and may include awards, professional affiliations, community or university service, and others.

## What is the appropriate length for a CV?

Length is less important in a CV than completeness. Your CV should include your complete academic history and is not typically limited by length, as is a resume.

## Should I include job descriptions for every position listed on my CV?

Not necessarily. Most academic search committees may focus solely on your institution and your advisor. Given this focus, listing your title, institution, advisor, location, and dates you attended or were employed there are required. Additionally, most faculty reviewers expect to see dates listed on the left-hand side of the page.

## Does order matter on a CV?

Yes. It is critical for you to consider the position you are applying for and/or the audience you are writing for when compiling a CV. For example, if you are applying for a faculty position at a small college, you will want to list your teaching experience on the first page of your CV and your research experience and publications later in your document. The reverse would be true if you were applying to a research-intensive university or institute.

## I'm in the process of drafting my CV, but am not sure about format and style.

It is a good idea to ask your advisor or a mentor in your field for a copy of his/her CV, as each discipline has its own standards for content, style, and format.

## Do you have any samples?

The CV samples found on the OITE website will help you to draft and/or edit your own CV. While the names have been changed, these are CVs from actual trainees who found employment in their respective areas of interest. You may use these as a guide, but your words must be your own—do NOT copy these samples word for word!

## Sample category headings

### **Education**

Dissertation  
Master's Project  
Thesis

### **Professional Competencies**

Areas of Expertise  
Areas of Concentration in Graduate Study  
Internships

### **Teaching Interests**

Teaching Experience

### **Research Interests**

Research Assistantships  
Postdoctoral Experience  
Research Appointments  
Research Experience

### **Professional Experience**

Academic Appointments  
Professional Summary  
Related Experience  
Administrative Experience  
Consulting Experience

### **Academic Service**

Advising  
University Involvement  
Outreach  
Leadership  
University Assignments

### **Professional Development**

Professional Association Advisory Boards  
Advisory Committees  
National Boards  
Professional Activities

### **Conference Participation**

Conference Presentations  
Conference Leadership  
Workshop Presentations  
Invited Lectures  
Lectures and Colloquia

### **Publications**

Abstracts  
Scholarly Works  
Books  
Chapters  
Editorial Boards  
Professional Papers  
Technical Papers  
Refereed Journal Articles  
Editorial Appointments  
Articles/Monographs  
Book Reviews

### **Research Grants**

Funded Projects  
Grants and Contracts  
Patents

### **Awards**

Scholarships  
Fellowships  
Honors  
Activities and Distinctions  
Professional Recognition  
Prizes

### **Professional Memberships**

Affiliations  
Memberships in Scholarly Societies  
Professional Organizations  
Honorary Societies  
Professional Societies

### **Professional Certification**

Certification  
Licensure  
Endorsements  
Special Training

### **Foreign Study**

Study Abroad  
Travel Abroad  
International Projects  
Languages  
Language Competencies