

# Curriculum Vitae FAQs

## **Q. What's the difference between a résumé and a CV?**

**A.** The primary differences are the length, the content and the purpose. A résumé is a one or two page summary of your skills, experience and education. A goal of résumé writing is to be brief and concise since, at best; the résumé reader will spend a minute or so reviewing your qualifications. In the United States, résumés are used when applying for most jobs.

The Curriculum Vitae, commonly referred to as CV, is a longer (two or more pages), more detailed synopsis. Rather than brevity, a goal of CV writing is to be thorough and specific, since CVs are generally reviewed by a panel of readers, each of whom may be familiar with a different aspect of your field.

## **Q. When do I use a CV?**

**A.** While a CV is often used instead of a résumé in other parts of the world, in the United States a Curriculum Vitae is used primarily when applying for international, academic, education, scientific or research positions or when applying for fellowships or grants. As with a résumé, you may need different versions of a CV for different types of positions.

## **Q. What do I include in a CV?**

**A.** Like a résumé, your CV should include your name, contact information, education, skills and experience. In addition to the basics, a CV includes research and teaching experience, publications, presentations, 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, and then organize it into categories. Make sure you include dates on all publications.

## **Q. How do I write a CV?**

**A.** Colorado College's Career Center lists important points for creating an effective CV.

- Clear - well-organized and logical
- Concise - relevant and necessary
- Complete – comprehensive and detailed
- Consistent - don't mix styles or fonts
- Current - up-to-date

Unlike résumés, there is no set format to CVs. It is best to discuss any special formatting your field requires with a mentor or trusted member of your network. Below are few books for information:

*The Curriculum Vitae Handbook: How to Present and Promote Your Academic Career*, by Rebecca Anthony and Gerald Roe (Rudi Publishing).

*Developing a Professional Vita or Résumé*, by Carl McDaniels and Mary Anne Knobloch (Ferguson Publishing).

*How to Prepare Your Curriculum Vitae*, by Acy L. Jackson (VGM).

# \*Sample Curriculum Vitae Structure and Categories

## **Your Name**

Work address

Work phone

E-mail

Home address

Home phone

- Academic Background
  - postgraduate work
  - graduate work/degree(s), major/minors, thesis/dissertation titles, honors
  - undergraduate degree(s), majors/minors, honors
- Professional Licenses/Certifications
- Academic/Teaching Experience
  - courses taught, courses introduced
  - innovation in teaching
  - teaching evaluations
- Technical and Specialized Skills
- Related/Other Experience
  - other work experience
- Professional/Academic Honors and Awards
- Professional Development
  - conferences/workshops attended, other activities
- Research/Scholarly Activities
  - journal articles
  - conference proceedings
  - books, chapters in books, magazine articles, e-zine articles
  - papers presented/workshops
  - work currently under submission
  - work in progress
- Service
  - academic
  - professional
  - community
- Academic/Research Interests
- Affiliations/Memberships
- Foreign Language Abilities/Skills
- Consulting
- Volunteer Work
- References

\*Information from <http://jobsearch.about.com/library/weekly/aa100800a.htm> and [http://www.quintcareers.com/curriculum\\_vitae.html](http://www.quintcareers.com/curriculum_vitae.html)