



The Curriculum Vitae

Introduction

A curriculum vitae, often referred to as a CV, is essentially an academic resume. Your CV is your opportunity to highlight your niche-specific skills and experiences that are appropriate for an academic career. On the other hand, a resume lists your personal, educational, and professional qualifications that have prepared you for a job. A CV differs from a resume in important ways. First, each version of your resume is tailored for a specific position, whereas a CV only changes, really, when something is added to it. In other words, a CV is a more static document, whereas a resume is modified for an individual position. Second, a resume provides a snapshot of your experiences and skills, whereas a CV highlights your entire academic career. It's always a good idea to keep both a CV and a resume up-to-date in your records, in case an opportunity arises for you to share them with potential mentors, collaborators, employers, or funding agencies. [Read more about CVs and resumes here.](#)

Learning objectives

1. List the major components commonly included in a CV and view sample CVs from academic trainees and professionals at various stages.
2. Create your own CV.

Nuts & Bolts

Although CV does not have a set list of required elements, a good CV should include as many of the following sections as possible. (If you do not have any examples of something in a section, then omit that section from your CV until later in your academic career.)¹

1. Heading: Name, email address, and phone number
2. Education
 - a. List academic degrees, often in reverse chronological order (most recent listed first).

¹ List adapted from <https://grad.illinois.edu/sites/default/files/PDFs/CVsamples.pdf>





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- b. Name of institution, city and state, degree type and major, month and year degree was (will be) awarded. (If not yet awarded, then specify “*Expected May 2021*” for example.)
 - c. Include thesis title and advisor, if applicable, e.g. for master’s and PhD degrees.
 3. Academic Research Experience
 - a. List positions that show off your skills and expertise.
 - b. Group experiences into relevant categories to enhance your CV (e.g. Research, Teaching, and Administration). For each position, include:
 - i. Title, organization name, city and state, dates position was held.
 - ii. Bullet points that summarize your activities/duties, accomplishments, and successes. Use action verbs.
 4. Work Experience
 - a. List positions that show off your skills and expertise.
 - b. For each position, include:
 - i. Title, organization name, city and state, dates position was held.
 - ii. Bullet points that summarize your activities/duties, accomplishments, and successes. Use action verbs.
 5. Presentations
 - a. Give titles of professional presentations, name of conference or event, dates and location, and, if appropriate in your discipline, also include a brief description.
 - b. Use a format for style and punctuation that is appropriate to your academic discipline. It’s most important to be consistent in each of your entries.
 6. Awards
 - a. Receipt of competitive scholarships, fellowships, and assistantships; names of scholastic honors; teaching or research awards.
 - b. At early stages of your career or for highly respected national/international competitions, you may want to list it if you were nominated or a finalist, even if you did not win.
 7. Volunteer Positions and Memberships
 - a. List memberships to relevant groups or organizations and any volunteer positions.
 - b. List all volunteer positions with organization, title, city and state. You may also include a brief summary of your activities and duties.
 - c. Be sure to highlight leadership positions within your groups or organizations.

[Sample Undergraduate CV_UC Santa Cruz](#)

[Sample CVs_UC Davis](#)

[Sample CV_Graduate College_Illinois University](#)





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Assignment

Part 1: Fill out the [worksheet available here](#). If you do not have something for every box, that's fine. A CV is a personal document that grows with you as you progress through your career.

Part 2: Use the information from your worksheet to write your curriculum vitae. You might consider asking your mentor to look over your draft for you.

Part 3: Submit both the worksheet and the CV for review by team leaders. Submit as Word documents with your last name in the filename.



Georgia State
University



This assignment is a product of Georgia State University, Center for the Advancement of Students and Alumni (CASA), and Brains & Behavior.