

## Check List for your Curriculum Vitae



✓ Know your audience. Check with faculty in your office to make sure that you are targeting your vita information to the academic or research audience that you are trying to influence.

- ✓ Be absolutely honest in presenting yourself. Accuracy is critical!
- ✓ Have two or more literate colleagues proofread, edit and generally review your document for clarity and errors.
- ✓ Include a bit about your personality in your vita through your language and personal style.
- ✓ Put your last name and page number on each page. Do not staple the pages so it will be easier to copy.
- ✓ Print on high-quality, white or cream paper. Even in this virtual, electronic world, people equate quality presentation with quality content.
- ✓ Be sparing in your use of fonts; a nice simple format is best.
- ✓ Update and polish your vita every time something changes: a degree earned, article accepted for publication, presentation given, class taught, etc.

## Curriculum Vitae Web Sites

- **UC Berkeley:**  
<http://career.berkelev.edu/Phds/PhDCVelements.stm>  
A detailed guide to the elements of a CV and how to construct one.
- **Stanford Graduate Student Career Guides:**  
<http://cardmalcareers.stanford.edu/guides/grad.html>  
Downloadable PDF files on the academic job search, including an overview of the academic job search, CVs, cover letters, and portfolios.
- **UC Davis Graduate Student Resources:**  
<http://ucdavis.placementmanual.com/resume/resume-20.html>  
An on-line job search manual that includes advice on writing a CV with examples.
- **Columbia University Teachers College:**  
<http://www.tc.columbia.edu/careerservices/documents/CV.pdf>  
Overview in PDF format of CV construction with samples.
- **Job Star:**  
<http://www.iobstar.org/tools/resume/res-cv.cfm>  
Information, additional web resources, and samples.
- **Duke University CV preparation and samples:**  
[http://career.studentaffairs.duke.edu/graduate/find\\_job/apply/cv.html](http://career.studentaffairs.duke.edu/graduate/find_job/apply/cv.html)  
Brief guide to CVs, includes sample CVs to review (engineering, humanities, social science, and science research.)
- **The CV Doctor from the Chronicle of Higher Education:**  
<http://chronicle.com/iobs/2003/09/2003092601c.htm>  
Links to related articles and sample CVs.
- **Brown University Guide to Academic Careers:**  
[http://careerdevelopment.brown.edu/grads/acad\\_app.php#cv](http://careerdevelopment.brown.edu/grads/acad_app.php#cv)

University of North Carolina Wilmington

# WRITING YOUR CURRICULUM VITAE

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## What is a Curriculum Vitae?

- A Curriculum Vitae (also Vita or C.V.) is a comprehensive biographical document emphasizing academic and professional qualifications and activities. In short, a vita is an academic version of a resume.
- The vitae typically is used to apply for academic or research positions. It is also used for application to graduate or professional schools, grant or fellowship application, program accreditation, consulting sabbaticals, publications, and speaking engagements.
- The vitae is usually three pages or more, but may be as long as twenty pages over time.
- The vitae includes typical resume sections, plus sections such as Publications, Presentations, Research, Teaching and Memberships.
- For an academic, a vitae is a multipurpose and perpetually unfinished document, a cumulative record of professional achievements from graduate student to professor emeritus.
- Vitae loosely means “this is my life,” so it should reflect well on your achievements and successes.



## Typical Sections of a Curriculum Vitae

- **Personal Data**  
Name, telephone number(s), address(es) [campus/temporary and permanent/home], and e-mail. Do not include age, sex, marital status, race, religion, ethnicity, political affiliation, or sexual preferences.
- **Career Objective**  
Optional statement of your job target, career goal.
- **Educational Background**  
List academic degrees beginning with the degree in progress or most recently earned. Include institution, city and state, degree and area of concentration, month and year degree will be (or was) granted. Also include title (using format appropriate for your field) of your thesis, senior research project and academic awards.
- **Recent/Current Research or Research Interests**  
Describe research projects recently conducted or in progress. Include the type of research and a brief description of its purpose.
- **Academic Teaching Experience**  
List the course titles, institutions and dates where taught, and brief course descriptions.
- **Relevant Work Experience**  
List positions (part-time, full-time, temporary and permanent) which relate to the type of work sought. Include internships, assistantships, and volunteer work. Include position, department/organization, city, state, dates of employment, and type of employment listed in reverse chronological order. Areas of responsibility should be described with active verbs.
- **Public and Creative Work**  
List publications authored or edited and creative work. Include bibliographic citations of research reports, articles, pamphlets, monographs, chapters in books that have been published, are “in press,” or submitted, and descriptions of recitals, art exhibits, performances.
- **Presentations**  
List presentations, workshops, and/or poster sessions given at professional conferences. Include titles of presentations or papers, brief descriptions, names of conferences or events, dates and locations. List most recent first.
- **Professional Affiliations and Honors**  
List membership in national, regional, state and local or campus professional organizations. Include significant appointments to positions or committees and honors. Student memberships in professional associations are very appropriate.
- **Other Work Experience**  
Group other work experiences, including internships and/or volunteer work, that do not relate directly to your career objective. Entries should be in reverse chronological order.
- **Community and Service Activities**  
List institutional committees on which you have served, offices held, student groups supervised, academic projects supervised etc. Include civic or community service activities, with organization name, your role, achievements and accomplishments.
- **Special Qualifications or Skills**  
If appropriate, create a section to highlight unique skills such as languages, computer or technology, lab techniques, research, etc. International travel can be highlighted, if appropriate.
- **Professional References**  
You can establish a reference file at UNCW Career Center to hold reference letters from faculty members, work supervisors, etc. List your references on a separate page to accompany your vitae. Include references' names, titles, work addresses, telephone numbers, and e-mail addresses. Ensure that you have their permission before listing any reference.