

CVs

CV stands for the Latin term *curriculum vitae*, and is used in academic careers instead of a résumé. A CV can chronicle all of the achievements applicable to your career. You will want to maintain a detailed version of your CV, and create shorter versions appropriate for different uses.

WHAT DO I PUT ON MY CV?

CVs are very flexible. To get an idea of what you could put on your CV, visit the websites of professors and look for links to their CVs. Just do not be intimidated by their CVs! Certainly your CV will be much shorter and include fewer categories and items as you are applying to grad school than it will later in your career. Remember to tailor any CV to its intended application. If teaching is more important than research for a particular application, make it more prominent and vice versa. Generally the items in each category are presented chronologically beginning with the most recent.

TYPICAL CV CATEGORIES

The ideas offered below are general and incomplete. Remember that it is up to you to find the best order and format for any particular use of your CV and that you can adapt the categories and their names to suit your strengths and goals. Also make sure that everything on your CV is listed in reverse chronological order, with the most recent items listed first and working backwards in time.

- Page 1 Header - Identifying Information
 - name
 - address, phone, email, any other relevant contact information, etc.
- Statement of Purpose / Professional Goals – maximum 2 sentences
- Education
 - degrees earned: BS, BA, MA, etc.
 - discipline
 - granting institution
 - date earned
 - for graduate work: thesis/dissertation (title with perhaps a one sentence summary), chairs/advisors, committee members
 - for undergraduate work – GPA if above 3.5, “Relevant Coursework”, Senior Thesis
 - degrees underway with the same information as for completed degrees (as available) and with an expected completion date
- Honors and Awards
 - awards from organizations related to your field
 - awards from peers
- Grants and Fellowships
 - name of awarding agency
 - date granted or period covered
 - project for which funds were awarded
 - perhaps even dollar amounts and length of time
- Research Experience

- research assistantships and practica
 - where
 - when
 - nature of position/ duties / skills gained relevant to field
 - supervisor
- Publications (documented according to the standards of your field – APA, MLA, etc. with your name bolded if there are multiple authors)
 - articles
 - chapters
 - reports
 - etc.
- Teaching Experience
 - courses taught
 - where
 - when
 - with what title
 - duties
- Conference Activities and Presentations
 - whether invited or submitted
 - as presenter, moderator, panelist, responder, poster, etc.
- Professional and/or Volunteer Experience
 - other experience beyond teaching and research relevant to your career
- Professional Activities
 - service
 - committees
 - administrative
 - editorial
- Professional Affiliations (societies to which you belong)
- Statistical and Computer Experience
 - courses taken (and where and when)
 - statistical packages you have used (e.g., SPSS, Stata, SAS, R, etc.)
 - data analysis techniques
- Research Interests
- Teaching Interests
- Extracurriculars (show your breadth of experience and interests)
- References
 - names and position titles
 - phone numbers
 - email addresses