CURRICULUM VITAE WRITING GUIDELINES

CV stands for "Curriculum Vitae," also commonly called a "vita." The CV is an academic version of a resume (at least here in the States; in the United Kingdom they use CV to refer to what we call resumes.) The CV describes your entire academic career, which encompasses education, employment history, publications, grants awarded, papers delivered, teaching experience, and service experience. A CV allows an individual (or a committee) who does not know you personally to have some understanding of the scope of your educational background, professional career, and current research interests. As an undergraduate student, you will likely only need a CV for a graduate school application, research opportunities or a professional academic position application.

Vitas are similar to resumes in that they include your previous experience and marketable skills, but an undergraduate CV can be two or more pages because the emphasis is on completeness over brevity. A more subtle difference between a resume and a CV is *focus*: your CV should include a comprehensive work history outlining academic accomplishments (teaching, research, etc.) while a resume will focus on relevant professional experience that is a fit for a specific job.

In general, the CV is not the place to demonstrate your creativity, your unique aesthetic, or your free spirit. It is a professional document and you should aim for clarity and completeness of information.

Because the audience differs, the information you should include differs slightly from that on a resume. The main sections which can be included on a CV are:

A. **Contact Information**: Just like on a resume, your contact information should go first. This includes name, mailing address, email, phone number, and optionally your website or portfolio URL.

B. **Education**: Include the school(s) you attended, graduation date, degree type (Bachelor of Art/Science) major, minor(s), GPA (if over a 3.0), merit-based scholarships or awards, title of thesis, any supplemental education, etc.

C. **Experience**: You can have multiple experience categories, divided into sections that best highlight your experience. A few options include:

1. *Teaching Experience*: As an undergraduate, you might have to be creative with this section. Jobs as a tutor, mentor, or peer advisor can be put in this category. These should include department and descriptions underneath that highlight the teaching aspects of the job, whether it be one on one or for the large groups, rather than more general aspects of the job.

2. *Research/Lab Experience*: Format your research experience the same way you format teaching or professional experience. Include a description of the research scope, the work you did and field related laboratory techniques and equipment used or skills developed, as well as any other relevant activities. It is fine to use technical language in this section.

3. *Publications/Abstracts/Presentations*: Use industry appropriate format when citing publications and presentations. Include publication status (submitted, under review, in press), name of conference, date/location, awards received, etc. If you have presented at Berry's Student Symposium or any other conference, published a paper written for a class or thesis (include title, date, and a brief description of work), include in this section.

4. *Professional Experience*: This is the section for any work experience that doesn't fit elsewhere, formatted just like it would be on your resume.

D. **Awards/Grants:** This can be just one section, or you can divide it up, depending on how much you have for each category. Explain as necessary. **Fellowships**: Include the title, dates, and a brief description.

E. **Languages**: A simple list of the languages you know and your level of fluency in them.

F. **Professional Organizations/Affiliations**: You may include a brief list of the relevant extra-curricular organizations you have been involved with, including leadership positions and dates.

G. **Related Coursework**: This section highlights any interesting or unique classes you were able to take. *Don't include intro-level classes.* You want to highlight things that other students in your major may not have learned: anything that can make you stand out from the crowd. You can also include the title/advisor of your thesis in this section, if you have written one (or include in the Publications/presentations section).

H. Other possible sections: Volunteer Service, Technical/Computer skills, Certifications, Interests (within industry, teaching or research areas only), Service to the profession/university

I. **References**: Add on a separate page. Name, title, address, organization/institution, email, phone number.

Other tips:

- Name and page number on each page staring with page 2
- Use headings to your advantage – list most important sections first
- Keep formatting simple - Reverse Chronological order; font 10-12 point, consistent headers and margins
- Avoid breaking sections between pages
- Tailor to audience/discipline and specific opportunity
- Each page of the CV should be printed on a separate sheet of paper
- Save your CV using file names and dates to keep track of which CV is which
- Begin bullets with action verb (see resume handout + skill + task + result
- Check out our general resume handout for a list of action verbs if you need help.