

Curriculum Vitae

Because your resume or curriculum vita (CV) is usually the first and sometimes the only thing an employer will see about you, it is often the most critical item in determining whether or not you will obtain an interview. These essential elements of the job search serve as an advertisement of your skills, knowledge, and relevant experience.

Tips for preparing a resume can be found on page 22.

What Is the Difference between a Resume and a Curriculum Vita?

	Resume	Curriculum Vita
Purpose	Outlines your personal, educational and work related experiences	Comprehensive summary of your educational and professional experience, including publications, presentations, professional activities, honors, and additional information
Length	One- or two-page document	Generally three or more pages in length, depending on your qualifications and level of experience
Focus	Strengths and qualifications for a particular position	Comprehensive biographical statement
Objective Statement Included?	Yes	No
Used in application for these types of positions	Business, non-profit, other non-academic positions	Faculty, research, clinical, or scientific positions

If you are uncertain whether to use a resume or vita, ask yourself “Am I sending this document to other Ph.D.s? Is my Ph.D. required for this position? Is my scholarship relevant for this position?” If the answers to those questions are yes, you are probably going to use a vita. As a general rule of thumb, unless a vita is requested, you should send a resume.

Getting Started

Begin your vita preparation by brainstorming. List everything that you can imagine could be included—both your educational and professional history—being careful not to overlook anything. Then ask yourself what you actually did in each of those activities. Your answers to what you actually did are the sets of skills that you have to offer to an employer. Once you feel you have covered everything, you will decide what to include and what to exclude.

Read through the tips below and then look at the template suggestions in this section for guidance on placement of sections. Then, start with a blank document on the computer—do not use a resume template. Resume templates are often inflexible and do not use formats that are conducive to presenting your information in a logical way. They are especially inappropriate for curriculum vitae.

Best Format or Style?

Ideally your vita should emphasize your strong points while expressing your uniqueness and individuality. There are two basic formats to choose from:

Chronological Format

Present education and work experience in reverse chronological order, describing responsibilities and achievements under each entry. This is the most appropriate format if you have experience directly related to your career goal.

Functional Format

In this format, your experience is explained under major skill headings, while job titles, employers, and dates are listed separately. This format is especially useful when your degree or work experiences are not directly related to your career objective, for example, if you are pursuing employment in a field outside your area of academic study.

With either format, you should present yourself clearly, succinctly, and confidently.

Consistency

If you are inconsistent, the reader may think you are careless or confused. Be consistent in the following ways:

- Don't mix styles in any category. If you put your job title first, followed by the employer name, list all job entries the same way. Likewise, state the name of the senior project author or director for all activities—not just a few. Leave no doubt about any entry.
- Do not use double entries. This means do not list a citation or activity more than once. Some people think these multiple listings of essentially the same activity strengthen their resume or vita. Actually, they weaken it because they create the appearance of loading up and repeating the same information to impress the reader—it usually does the opposite!
- Keep all tabs, margins, typestyles and sizes (except your name, which can be larger), and bullets consistent. Visual impact is affected by these minor details and inconsistency can detract from a positive initial impact.

NAME

Address
Phone Number
Email

SUMMARY STATEMENT/OBJECTIVE *(Optional)*

Discusses key strengths

EDUCATION/DEGREES AWARDED

The Pennsylvania State University
Ph.D. Degree Concentration, Date
Dissertation

Institution, City, State
M.A. Degree Major, Date
Thesis

Institution, City, State
B.A./B.S. Degree Major, Date

POSTDOCTORAL TRAINING *(if applicable)*

FELLOWSHIPS

Field of Research, Place, Title

Dates

PROFESSIONAL/TEACHING EXPERIENCE

TITLE

Place, City, State

Description of responsibilities, leadership roles

Dates

PUBLICATIONS

Use standard format

PAPERS PRESENTED

Use standard bibliographic format for your field, minus the author portion (if co-authoring, supply your co-author's (s') name(s) in parentheses.

GRANTS AND AWARDS

PROFESSIONAL AFFILIATIONS

SKILLS

Languages
Computer

LICENSURE/CERTIFICATION *(if applicable)*

Type of License or Certification

Dates

REFERENCES

Heading/Contact Information	<p>Your name is your heading (do not put “Curriculum Vita” on your document as a heading). It should be bold and in larger print than the rest of the resume.</p> <p>Contact information includes your permanent and campus office address, your permanent and office telephone numbers with area codes (remember to use a professional message on your voice mail), your email address, and your web address, if you have one. Remember to check your email often. A vita should not include: sex, age, height, weight, marital status, dependents, race, ethnic background, religion or photographs.</p>
Education:	List degrees in reverse chronological order—most recent first. List the official name of your degree and/or certification that you have obtained, or will obtain, the month and year of your graduation, and your major and minor(s). Keep the information easy to scan—a list is preferred over paragraph form.
Experience:	<p>This section could be labeled a number of things—Experience, Work Experience, Research Experience, etc. Reverse chronological order is what readers expect, but if you have a mixture of experiences, you can break this into two major categories, such as Related Experience and Additional Experience. This allows you to put the most relevant items together and move older, but more relevant items to the beginning.</p> <p>List your job title/position, the name of the organization for whom you worked, the dates of employment, the job title, and an active, descriptive summary of job duties. Give details of your accomplishments and responsibilities rather than a general list of duties. Numbers, such as volume, percentages, and/or dollar amounts, make strong statements and can enhance credibility.</p> <p>Consolidate information when possible; avoid repetition and excessive details in describing experiences. Make the format easy to scan by using bulleted statements, not paragraphs, and start each with a strong action word. Use the Action Word List on page 27 for ideas.</p>
Activities:	List the most relevant activities and offices held first. Include professional, community, graduate level, and occasionally, outstanding college activities. You can add brief explanatory details of the position and your accomplishments, if it is appropriate. As this section can add individuality to your vita, you may want to include unusual or interesting items.
Honors/Awards:	You should include this section only if you have several honors. If you have only one or two honors, you can include them in a combined section with activities or education.
Skills:	You may want to consider a special skills section to highlight skills you have on specific computer hardware or software, foreign languages, or machinery required for performance on the job. You could also include certifications in this category.
References:	<p>References are usually listed as a part of the vita. Three to five references are appropriate. Consider individuals familiar with your academic achievements, research or teaching skills, and/or your work habits. Include the referee's name, title, organization, mailing address, phone number, and e-mail address. PLEASE NOTE: You should always seek prior approval from individuals you plan to list as references and provide them with a copy of your vita.</p>

Potential items to include:

- Educational Background
- Grants Received
- Professional Service
- Research Experience
- Publications
- Thesis or Dissertation
- Teaching Experience
- Presentations
- Internships
- Professional Experience
- Fellowships
- Certifications/Licensures
- Research Interests
- Honors and Awards
- Programs and Workshops
- Teaching Interests
- Professional Affiliations
- Creative Works
- Scholarly Works
- Languages
- Foreign Study
- Committees
- Administrative Experience
- Works in Progress

Get Feedback from Outside Readers/Critics

A mistake on your resume or vita will leave a poor first impression with the employer. Proofread your resume or vita several times, and then have a friend or trusted professional proofread it again. Several suggestions for selecting proofreaders include:

- A professional person who knows you well enough to spot any significant information you may have left out
- A professional person who does not know you well and will read critically
- A hiring personnel officer you know

Choose and arrange categories so that the most relevant information is placed where it will catch the reader's eye.

Drop-In Counselors are available between 8:30 a.m. and 4:30 p.m. weekdays and until 6:30 p.m. on Tuesdays during the fall and spring semesters in the Bank of America Career Services Center to provide document reviews and feedback.

ALEXANDER B. CANDIDATE

Home Address

1234 5th Street
State College, PA 16801
(814) 555-1212 (mobile)

Business Address

111-C Burrowes Bldg
University Park, PA 16802
(814) 555-8635

EDUCATIONAL BACKGROUND

Doctor of Philosophy in Comparative Literature, 20__
The Pennsylvania State University, University Park, PA
Dissertation: The portrayal of cities in 18th century French novels

Master of Arts in Comparative Literature, 20__
The Pennsylvania State University, University Park, PA
Thesis: 20th century writers and the industrial revolution

Bachelor of Science in English, 20__
Gettysburg College, Gettysburg, PA

WORK EXPERIENCE

Research Assistant, The Department of Comparative Literature
The Pennsylvania State University 20__ - Present

- Participate in three ongoing research projects. Conduct extensive literature reviews, write analyses, and submit research work for publication.
- Collaborate with History, Women's Studies, and Education Departments.

International Literature Collections Consultant

The Library of Congress, Washington, DC. 20__ - 20__

- Co-ordinated the acquisition and archival of 16th - 18th century French literary works.
- Guided the Council of Mayors to information on the establishment of Cities.
- Gained experience using Oracle Database System.

Instructor, Comparative Literature 400 - Literary Critique Theory

The Pennsylvania State University Fall 20__

- Taught 25 students to develop, refine, and apply knowledge of literary critiques to a wide array of different forms of writing.

Orientation Leader

Gettysburg College, Gettysburg, PA Summer 19__

- Greeted new students during their arrival to Gettysburg College. Spoke to new students, family members, and community members about the educational opportunities at Gettysburg College.

Library Student Employee

Gettysburg College, Gettysburg, PA. 19__ - 19__

- Assisted students, faculty, and community members in accessing library materials. Re-shelved books, and updated new library additions.

ALEXANDER B. CANDIDATE

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PROFESSIONAL ASSOCIATIONS

American Institute of Comparative Literature (AICL)
Society of Excellence in Comparative Literature
International Comparative Literature Association (ICLA)

COMMUNITY SERVICE

America Reads Program, The Pennsylvania State University (20__ - Present)
Mid-State Literacy Council, State College PA (20__ - 20__)
Study Abroad Volunteer, Gettysburg College, Gettysburg, PA 19__ - 2001

FOREIGN LANGUAGES

Fluent in French and Spanish
Conversational in Portuguese

PUBLICATIONS

Candidate, Alexander B., "The mission of our education." Journal of Comparative Literature, Vol. 14, no 3. October 20__, 14-19.

Candidate, Alexander B. and Ferguson, Darryl K., "Writing National Constitutions." Journal of Comparative Literature, Vol 12, no 2. April 20__, 32-39.

PRESENTATIONS

"The Mission of Our Education." Paper presented at The University of Pennsylvania Symposium on Comparative Literature, Philadelphia, PA. February 14, 20__.

"Writing National Constitutions." Paper presented at The National Comparative Literature Convention, Salt Lake City, Utah. June 24, 20__.

"The Value of a Major in Comparative Literature." Presentation offered at Spend a Summer Day, The Pennsylvania State University, University Park, PA. July 15, 20__.

"Navigating Graduate School Applications". Presentation offered at Career Services, The Pennsylvania State University, University Park, PA. October 20__

AWARDS AND HONORS

Outstanding Scholarship Award, American Institute of Comparative Literature, 20__
Outstanding Graduate Student Award, The Pennsylvania State University, 20__

CERTIFICATIONS

Class A Teaching Certificate for the State of Pennsylvania - 19__

