

Developing an Academic Curriculum Vitae

A **curriculum vitae (CV)** is a document that illustrates your professional and academic achievements. In the United States, it is most often used when applying for academic, education, scientific, or research positions, as well as for graduate and fellowship programs. Different from a resume, a CV may be anywhere from 2-6 pages long and include extensive information on publications, conferences, volunteer work, teaching and research experience, and other such professional and academic items relevant to your field. No CV is the same, so it is always best to consult with an advisor or mentor on what a CV in your field should look like.

Basic Tips

- Tailor your CV for every application. Some positions or programs might emphasize teaching over research, or vice versa. This will require some research on what the institution values most in their candidates. While this takes time, you will increase your chances of consideration if you're able to showcase your experience relevant to the application.
- Keep technical jargon to a minimum and write clearly. Depending on where you're applying, it's best to ensure that your reader can understand what you're relaying. Maintain a straight-forward, concise approach in describing any necessary background information. It should be readable and comprehensible to someone who might just be glancing through your CV.
- Have an advisor, counselor, or mentor review (AND PROOFREAD!) your CV. This person should be someone in your field who understands the expectations of the job or academic positions in your field. They may be able to give you advice on specific content and formatting.
- Highlight relevant achievements. Your CV should showcase how you best match the application description and why you'd be a valuable candidate. Consider organizing your content in a way to frontline any special awards, distinctions, leadership positions, and significant experience so that it's easier for your reader to catch your achievements.

Formatting

As most CV's are often perused, it's important to ensure that yours is easy to navigate and won't confuse the committee evaluating your application. On the next couple of pages, you will find a template of the first page of a CV, as well as some examples to give you a clearer idea of the various forms the CV can take.

- 1 inch margins on all sides.
- 11 or 12 pt. font in an easy to read font (like Times New Roman or any Serif font).
- Your name should be in a larger font size at the top.
- Home address, phone number, and email underneath name.
- Single-spaced.
- Left justified.
- Headings in bold or all caps (make sure formatting of sections is consistent).
- Year of accomplishments in reverse chronological order.
- No description of duties or extensive narrative verbiage (unless absolutely necessary).
- Include a header with your name and page number at the top of every page (in case pages get separated).
- Don't use abbreviations or course codes that might be meaningless to your reader. Spell obscure acronyms out and write the full name of courses taught.
- Make good use of white space and don't have large blocks of writing.
- Avoid printing on both sides.

Organization

Your CV should showcase how you best fit the position you're applying for, and in order to do so, the content of your CV should be arranged to emphasize your relevant achievements.

- For every position or program you apply for, organize your CV based upon the posting's qualifications. If you're applying for a faculty position at a community college where teaching is valued over research, you will want to bring your teaching experience to the forefront of your CV. If you're applying for a tenure-track position at a research institution, your publications and research experience should be one of the first things your committee sees.
- Utilize sections and subsections. For example, if your teaching experience includes positions held as adjunct, TA, and course instructor, you might want to make this distinction apparent under your teaching experience section.
- Organize your sections based on what you wish to highlight, but organize content under each section in reverse chronological order. You will want your most recent dates to go first so that your committee can see how recently you've accomplished something.

Name

Home address

Home/Cell phone

E-mail address and/or Website

EDUCATION

List the degree conferred (or will receive) in reverse chronological order, the institution, the month and year that the degree is/will be received. You may also list your dissertation title, research focus, and advisor here too.

HONORS/AWARDS

Include the name of the award, the granting institution/organization, and the date awarded. If necessary, you may include a one-line description of the award received. Fellowships and grants may also go here.

TEACHING EXPERIENCE

Depending on your range of teaching experience, you may divide this up into subsections based on position held or institution taught. Regardless, you should include job title, course title (no course numbers), name of university, and dates taught.

RESEARCH EXPERIENCE

This section may include research assistant positions held (with university and dates), research interests, publications, and presentations.

PROFESSIONAL or UNIVERSITY SERVICE/TRAINING

If applicable to your field, include any professional, non-academic positions you've held or had training for (with dates, company name, and location). This section might also include committees, boards, and activities you've participated in for professional development.

CONFERENCES

List name of the conference, location, year of attendance, and the name of the paper or panel you presented for.

PUBLICATIONS/WORKS IN PROGRESS

Format your publications or works in progress in the style format preferred by your field. You might also further organize this by book chapters, reviews, and referred and invited papers.

PROFESSIONAL AFFILIATIONS

List memberships in state, national, and international professional organizations (position held and name of organization spelled out).

Additional Resources

- *Inside Higher Ed*
 - <http://www.insidehighered.com/blogs/gradhacker/intro-resumes-cv-minded-academics>
- *The Professor Is In*
 - <http://theprofessorisin.com/2012/01/12/dr-karens-rules-of-the-academic-cv/>
- *University of Washington*
 - http://careers.washington.edu/ifiles/all/files/docs/gradstudents/pdfs/AcademicCareers-Curriculum_Vitae_07-08.pdf
- *The Chronicle of Higher Education*
 - <http://chronicle.com>
- *University of Kent*
 - <http://www.kent.ac.uk/careers/cv.htm>
- *University of Toronto*
 - http://www.careers.utoronto.ca/progServ/CH01/Creating_your_academic_cv_handout.pdf
- *Purdue OWL*
 - <https://owl.english.purdue.edu/owl/resource/641/01/>

Sample CV – Applying to a Graduate Program
(taken from *The CV Handbook*, 2011)

VERA GOODE

2 The Lodge, City, State 12345 191.567.0321 veragoode@gmail.com

ACADEMIC TRAINING:

Degrees:

MBA University of Chicago, May 201x
Emphasis: International Business and Marketing

B.A. Stetson University (DeLand, Florida), June 201x
Majors: Spanish and International Business Minors: Music and Philosophy

International Study:

University of Alicante, Alicante, Spain, Fall 201x – Spring 201x
College of San Jordi, Barcelona, Spain, Summer 201x
Argentina Center for Language and Culture, Santiago, Fall 200x

Honors and Scholarships:

Norman Wesley Academic Scholarship and Senior Performance Award and Medal
Honors Student and Honors Award, Stetson College of Arts & Sciences
Dean's List, (8 semesters)
Golden Key National Honor Society
University Music Scholarship, 4 years
Cultural Experiences Abroad National Scholarship for Language Experience
President, Stetson Student Business Council

Coursework of Interest:

International Marketing	Politics and Marketing	Banking Policies
Finance	Calculus II	Accounting I-III
Marketing & Law	Macro Economics	C++

PROFILE:

Professional Certification: Association of National Advertiser's Certification
Language Ability: Bilingual – Spanish
Employment: Global and domestic business experience with expertise in marketing, merchandising, and international business.

INDUSTRY EXPERIENCE

Advance Holdings, New York and London, January 200x – present

Competitive Intelligence Marketing Manager

New York Corporate Office, 201x – present

London Office, 200x – 201x

Designs International & Worldwide, Chicago, January 200x – December 200x

Senior International Marketing Analyst, Latin America, June 200x – May 200x

Volunteer Corporate Spanish Instructor, June 200x – June 200x

Merchandise Distribution Analyst, January 200x – June 200x

INDUSTRY EXPERIENCE RESPONSIBILITIES:

International Marketing

- Co-manage Sentra and Sentra International advertising agency. Develop and implement creative and media strategies, plans and execution of campaigns, promotions and events.
- Project manager for all promotional development and execution including purchasing, print buying, logistics, customs and budget management.
- Manage integrated customer calendar, tracking seasonal and annual promotional planning and execution. Analyze promotional success including product, media, traffic, ROI and incremental sales.
- Collaborate with country managers to educate and execute strategies and promotions. Use Spanish to bridge communication gap between markets and US Corporate office.
- Manager \$4.3MM budget. Analyze working capital allocation for 8 accounts in 10 countries. Initiated new accounting structure for monthly accruals, domestic and international invoicing and compliance.

Corporate Spanish Instructor

- Created lesson plans and taught beginning and intermediate retail Spanish class.
- Lessons included: survival Spanish, vocabulary, grammar, phonetics, listening comprehension, and cultural observations.
- Taught all levels of professionals from senior vice presidents to entry-level marketing specialists.

BUSINESS INTERNSHIP:

Intern, Ralph Lauren, Inc. New York. October 200x – June 200x

Visual Merchandising; placement in Los Angeles

TECHNOLOGY APPLICATIONS:

Lotus Notes, Adobe InDesign, Photoshop, QuarkXPress, Volo View, Makoro, MicroStrategy, Access, C++

Sample CV – Chemistry

(taken from *The CV Handbook*, 2011)

IMA EXAMPLE

21 College Street, City, State, Zip

211.509.6789

www.interfolio.com/portfolio/imaexample

i-example@gmail.com

EDUCATION AND TRAINING

University of Texas-Austin, Department of Chemistry

PhD candidate in Chemistry, January 201x – present

Iowa State University, Department of Chemistry

PhD student in Chemistry, August – December 201x

Nanjing University (China), Department of Chemistry

Diploma in Chemistry, July 200x

CERTICATES AWARDED

Graduate Certificate in College Teaching, UT-Austin, 201x

International Communication Skills Certificate, Iowa State University, 200x

Intel® Certificate of Project-based Technology, Beijing, 200x

RESEARCH ACTIVITIES

Enzyme Kinetics

Kinetic Isotope Effects

Protein Expression and Purification

Organic and Enzymatic Synthesis (micro scale)

RESEARCH APPLICATIONS

HPLC; FPLC; Cell Culture; LSC (Liquid Scintillation Counting); UV-Vis spectrometer; NMR; IR; Mass spectrometry; Multivariate analysis (PCA, PLS, and NAS); MATLAB; MiniTab; Sigma Plot; RefWorks; Mathematica; Adobe; Dreamweaver; SharePoint (for website management).

FELLOWSHIPS

Center for Biocatalysis and Bioprocessing Fellowship (UT-Austin), July 201x – present

Graduate College Summer Fellowship (UT-Austin), June – July 201x

GRADUATE TEACHING APPOINTMENTS

Graduate Research Assistant, Department of Chemistry, UT-Austin, January 201x – present

Graduate Teaching Assistant, Chemistry Department, Iowa State University, Fall 200x

HONORS AND AWARDS

Graduate Science Stipend, (UT-Austin), 4 years

Distinction in Sciences Scholarship (UT-Austin), 2 years

Travel Award, Graduate Student Senate, (Iowa State University), 1 year

National People's Scholarship (Nanjing University), 2 years

SCHOLARSHIP

Publications

Thymidylate Synthase catalyzed H-transfers: Two Chapters in One Tale, Alex Sample. Submitted.
Sample, I., Mousee, N.N., Example, A.E. *The Inhibition of Oxidase Activity of Flavin-Dependent Thymidylate Synthase*. [Journal of Physical Chemistry], 59(14), 687 – 871, 201x.

Recent Presentations

Ima Example and Mousee, N.N. *Kinetic Isotope Effects on H-transfer Catalyzed by Thymidylate Synthase*, 201x Gordon Research Conference: Isotopic Probes for Mechanisms In The Chemical and Life Sciences, Galveston, TX, February 201x.

N. N Mousee and Example, I. *Probing the Dynamics-Kinetics Relationship: Kinetic Isotope Effect Studies of E. coli Thymidylate Synthase*, Midwest Enzyme Chemistry Conference, Chicago, IL, May 201x.

Posters

Kinetic Isotope Effects on H-transfers Catalyzed by Thymidylate Synthase. Poster session, 69th National Conference, Boston, MA (March 201x)

Oxidase Activity of Flavin-Dependent Thymidylate Synthase. Poster session, Chemistry Symposium, San Diego, CA (October 201x)

SERVICE

Professional

Presider of Biochemistry General Session II in 44th ACS Midwest Regional Conference and Meeting, October 201x

Reviewer for the University Executive Council of Graduate and Professional Student Professional Advancement Grants, Fall 201x

Community

Volunteer, Red Cross Disaster Team, Austin area, 201x – present

Tutor, America Reads, Houston Public Schools, 201x – present

AFFILIATIONS

American Chemical Society

Center for Biocatalysis and Bioprocessing

Sample CV – English Literature/English Education
(taken from *The CV Handbook*, 2011)

IMA SAMPLE

16 University Avenue, Any City, State 12345 101.555.0009
i-sample@gmail.com

DEGREES

- Ph.D** University of California-Santa Barbara, June 201x – present
English Education and English
Cognate Areas: Contemporary Letters, Adolescent Writing, Literature
Dissertation Topic: *Cultural Perspectives of the Female Adolescent in American Literature – 1950*
Committee Co-chairs: Ed U. Cator, Education; Reed A. Lot, English

Interdisciplinary doctoral program incorporates courses from the Department of English and College of Education to examine and to further the relationship between literature and pedagogy. The committee co-chairs have appointments in both departments.
- M.A.** American Literature, University of Washington, Seattle, 201x
Thesis: *Writers of New York: the 1930's* Advisor: Ed Penn, Ph.D
- B.A.** English Education, Carleton College, Northfield, MN, 200x *with distinction*
- A.A.** Liberal Arts, Mesa Community College, Mesa, AZ, 200x

UNIVERSITY EXPERIENCE

Teaching Experiences

- Instructor*, Northern Virginia Community College, Annandale, Fall 201x – 201x.
(NVCC is part of the Virginia Community College System) Teaching “Introduction to Adolescent Literature” to undergraduate returning adult students. Responsibilities include planning course content, delivering lectures, and evaluating performance.
- Teaching Assistant*, UC-Santa Barbara, College of Liberal Arts, English Division, Spring 201x – Fall 201x.
Responsible for instruction and evaluation of student achievement for two sections of Rhetoric. Maintained office hours to work with students individually.

Research Assistantships

- Research Associate*, Books for Young Readers Program, UC-Santa Barbara, 201x – 201x.
Assisted in the review of new adolescent literature. Evaluated books, wrote reviews and participated in regular discussion sessions with colleagues and area teachers.

SCHOLARSHIPS

Mellow Dissertation Award and Special Grant, Graduate College, UC-Santa Barbara, Dec. 201x
Graduate Fellowship in American Literature, University of Washington, Fall 201x – Fall 201x
Community College Language Scholarship, Mesa Community College, Fall 201x – Spring 201x

PUBLICATIONS

Poetry Blog:

"Voices Never Heart," *Global Press Blog*, May 21, 201x. <www.gPress.com>

"Silences Heard," *Global Press Blog*, March 18, 201x. <www.gPress.com>

Articles:

"Nostalgic Narrative Voices," *Virginia English Bulletin*, (in press)

"Left, Left and Right," *Press of New England* (in press)

"Eve(ning) in the Garden," *Monday's Daughters*, October 201x

Fiction:

"The Bees and the Frogs," *GLAD*, June 201x

"After Math," *Kid Trails*, January 201x

Poetry:

"Penelope," *Kid Trails*, September 201x

"Returning to Mars," *Young American*, August 18, 201x

PROFESSIONAL ACTIVITIES

Panelist, "The Province of Adolescent Literature," Mid-Atlantic Regional Conference on Gifted Education, Baltimore, Maryland. June 201x.

Member, Search Committee, English, UC-Santa Barbara, Spring 201x

Committee member, Curriculum Review, English Education, University of Washington, Fall and Spring semester, 201x and 201x.

Adjudicator: Seattle Student Poetry Competition, April 201x

Judge, Minnesota State High School Poetry Contest, March 200x

RELATED EXPERIENCE

Editorial Associate, Scholastic Teen Reading Series, Boston, 200x.

Prepared review and study guide questions for articles and stories dealing with contemporary teen issues; wrote introductions for features and captions for photographs.

Middle School English Teacher, Boston, 200x – 200x.

Member of teaching team for middle school language arts and reading with emphasis on integrated language arts and the writing process.

Sample CV – Cinema & Film Video Production
(taken from *The CV Handbook*, 2011)

[ima sample]

cinema : emerging media : sound : education

(917)811.6331

imasample@gmail.com

www.imasample.com

EDUCATION

Master of Fine Arts Candidate – Film & Video Production
Department of Cinema and Comparative Literature
NYU Arts Fellow

New York University
(expected May 201x)

Bachelor of Science – Cinema & Photography
Department of Cinema, Photography, and Media Arts
Magna Cum Laude

University of Oregon
(awarded May 201x)

EXHIBITION / SCREENINGS / LECTURES

- 201x Ann Arbor Film Festival Ambient Media Curated Show, *Ann Arbor, MI*
PBS: Independent Lens. Public Broadcasting Service. *New York, NY* (Colorist)
92Y Tribeca Gallery Space, *New York, NY*
Deconstruction Tutorial Lecture. Department of Intermedia, NYU
- 201x ArtGrease Television Broadcast. Squeaky Wheel, *Buffalo, NY*
INCITE! Journal of Experimental Media & Radical Aesthetics supplemental DVD
Glitch: Investigations. The School of the Art Institute of Chicago, *Chicago, IL*
Semana del Cine Experimental de Madrid. *Madrid, Spain* (As Land Camera Collective)
- 200x Chicago Underground Film Festival, *Chicago, IL*
Videologia. *Volgograd, Russia*
Eight Films International Artist Collective. www.eightfilms.com
Hollis Frampton's 'A Lecture.' New York State Summer School of the Arts, *Ithaca, NY*
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AWARDS / RESIDENCIES

- 201x NYU Graduate College Thesis Completion Grant
Princess Grace Grant Nominee, *New York, NY*
Pacific Research and Production Grant, *Eugene, OR*
- 201x Telluride Film Festival Student Symposium, *Telluride, CO*
Residency at the Experimental Television Studio, *Oswego, NY*
Susan Royal Memorial Grant, *Chicago, IL*
- 200x New York Arts Fellowship, *New York, NY*
Verizon Foundation Work Scholarship, *Eugene, OR*

CURATORIAL

- 201X Executive Director – Exi Theater, NYU
Director – International Documentary Festival
- 201x Board of Directors – Experimental Film Festival
Staff Coordinator – Siren Film and Video Festival
- 200x Intern – Finger lakes Environmental Film Festival
Founder/Director – Couch Physics Microcinema
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TEACHING EXPERIENCE

- 201x Teaching Assistantship – Alternate Forms of Distribution, NYU
Responsible for writing an original syllabus, conducting class twice a week, grading papers and other assignments including exhibiting a film festival as a hands-on practicum with 16 students. Of note: festival in conjunction with a plan of study focusing on the history and application of non-commercial distribution in America and abroad.
- 201x Teaching Assistantship – Modes Film & Video Production, NYU
Responsible for teaching the basics of image, audio, and post-production as well as cinema production theory. Placed emphasis on exceeding the technical aspects of filmmaking to the ideology of creating one's first film or video and the possibilities open to the maker therein. Led discussion section and often addressed class of 67.
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PROFESSIONAL / SERVICE EXPERIENCE

- 201x Editing Consultant – *Getting Accepted*, Rossie Press, Nashville, TN
Director/Editor – *Pink Cities music video*, Western Vinyl Records, Austin, TX
Technical Consultant – Norman Foundation Web Promotion, Chicago, IL
- 201x Program Coordinator – New York State Summer School for the Arts, Oswego, NY
Visiting Artist Coordinator – George Simon Summer Festival, Taos, NM
DVD Author – *Selected Works*, Oswego, NY
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PROFESSIONAL SKILLS

Post Production:

Apple Final Cut	DigiDesign ProTools HD	Adobe After Effects	Apple Color
DVD Studio Pro	Cinema Tools	Apple Soundtrack Pro	Adobe Flash
Audacity	Adobe Media Encoder	Roxio Toast Titanium	FTP Clients

Audio Production:

Field & Studio Recording Systems (Tascam, Marantz, Fostex, Zoom, M. Audio); 5.1 Mixing

Image Production:

SD and HD Video Cameras (Panasonic HVX, Panasonic DVX, Canon XL series)