

DEVELOPING A CURRICULUM VITAE (CV)

Career Planning & Professional Connections at the University of Wisconsin – Green Bay
SS 1600 | 920.465.2163 | careers@uwgb.edu | www.uwgb.edu/career-planning

If you are pursuing a career in research or academia or applying for graduate programs, you may need to create a curriculum vitae, also known as a CV. CVs are also often used when applying for fellowships or grants. A CV allows you to detail your educational history and scholarly accomplishments to show your qualifications. Understanding what is included in a CV and how to format one will help you create a compelling document that leaves a positive impression on the viewer.

What is the difference between a resume and a CV?

Resumes and CV's share several things in common, such as your contact information, education, related experience and skills. The key difference between the two is the document's length. Resumes are limited to a 2-pages. A CV is more comprehensive and may extend well past two pages as you present an in-depth overview of your academics, research, and professional experience.

Important Note! If an employer or graduate program has requested that you submit a *resume* for an application, submit a *resume*, **not** a CV. If you are given the option between a resume or CV, submit the document which best represents your relevant qualifications.

What should I include in my CV?

The content and format of your CV will depend upon your background and the position or program to which you are applying. Common sections include:

- Education
- Experience: Related, Research, Teaching
- Skills
- Publications
- Grants and Scholarships
- Professional Organizations or Associations
- Honors and Awards

Is there a standard CV format?

Surprisingly, there isn't! Each discipline will have preferences based upon what aspects of your background are most relevant. Some fields may focus on experience versus others focus on publications and research. Ask individuals in your field of interest or consult the national association for your desired field to solicit their recommendations.

Curriculum Vitae Sections

- **Heading:** Your name should appear first followed by your contact information. At minimum, include your email and phone number.
- **Education:** Begin with your most recent education, listing all colleges attended. Include the name of each university, degree (i.e., Bachelor of Science), graduation month & year, major(s), minor(s), emphasis. If appropriate, list your GPA, however, do not list more than two decimal places, and include "/4.0" to show UW-Green Bay uses a 4-point scale. (Example: 3.45/4.00) Graduate students – if you are completing a thesis, include the title/topic. You may also include the name(s) of your primary advisor(s).
- **Research Experience:** Include research, teaching or lab assistant roles and any conference presentations, poster sessions or papers. Note what the research entailed (i.e., "Studied the effects of X on Y, using..."), methodology, funding, and other aspects that would show your experience in the field. If you did not participate in research outside of the classroom, you could list relevant research papers or projects for courses such as a capstone.

Curriculum Vitae Sections, Continued

- **Related Experience:** Include jobs, internships, assistantships, teaching and other work-based learning experiences. List your most recent experience first. For each experience include name of organization, location (city and state), position title, dates (month and year, beginning and ending dates). Then include information about that position/experience, such as skills used, responsibilities and accomplishments. Do not use the personal pronoun "I"; use short phrases that begin with action verbs. Avoid phrases such as "duties included" or "responsible for."
- **Skills:** Highlight those specific to your desired field. These might include languages, technical skills, research programs, or laboratory instrumentation.
- **Involvement/Service:** Community service, student organizations, committees

References

Do not list references on your CV. Prepare a separate reference document and format so it is consistent with your CV formatting. Include each individual's name, title, address, phone and email. View Career Planning's references information for details about requesting references.

Potential Sections/Headings

- Thesis/Dissertation
- Skills
- Fieldwork for Practicum
- Research Interests
- Research Experience
- Related Experience
- Advising/Mentoring
- Leadership
- Certifications
- Professional Development
- Committees, Advisory Boards
- Presentations
- Exhibits
- Performances
- Fellowships
- Affiliations, Memberships, Professional Organizations
- Study Abroad
- Languages
- Publications, Articles, Submissions, Abstracts
- Conference Presentations
- Honor Societies
- Community Outreach

Curriculum Vitae Checklist

- Does my document appear neat, organized and professional?
- Does it sufficiently outline my relevant qualifications?
- Is my format consistent throughout the document- such as font, indentation, bullets, bold, or underlining?
- Have I eliminated all spelling, grammatical and typographical errors?

Remember, this is a **guide** to help you generate ideas for your own curriculum vitae. To gain insights for curriculum vitae formats and content for your intended career field, we suggest you consult with your assigned Career Advisor, Faculty Mentor, individuals with whom you've conducted research or experienced professionals in your desired field.

Career Planning & Professional Connections, University of Wisconsin – Green Bay
SS 1600 | 920.465.2163 | careers@uwgb.edu | www.uwgb.edu/career-planning