

When to Use a Curriculum Vita

When should job seekers use a curriculum vitae, commonly referred to as CV, rather than a resume? In the United States, a curriculum vitae is used primarily when applying for academic, education, scientific or research positions. It is also applicable when applying for fellowships or grants.

When asking for a job in Europe, the Middle East, Africa, or Asia, expect to submit a CV rather than a resume. Keep in mind that overseas employers often expect to read the type of personal information on a curriculum vitae that would never be included on an American resume, such as date of birth, nationality and place of birth. United States law on what information job applicants can be asked to provide does not apply outside the country.

The Differences between a Resume and a CV

There are several differences between a curriculum vitae and a resume. A curriculum vitae is a longer (up to two or more pages), more detailed synopsis of your background and skills. A CV includes a summary of your educational and academic backgrounds as well as teaching and research experience, publications, presentations, awards, honors, affiliations and other details. As with a resume, you may need different versions of a CV for different types of positions.

Like a resume, a curriculum vitae should include your name, contact information, education, skills and experience. In addition to the basics, a CV includes research and teaching experience, publications, grants and fellowships, professional associations and licenses, awards and other information relevant to the position you are applying for. Start by making a list of all your background information, then organize it into categories. Make sure you include dates on all the publications you include.

Applicant Information

Your name should appear on the top of each page. On the first page include your name, address, phone number, fax number, and email address. Page numbers should appear on all pages except for the first. When including your email address consider this communication with an employer to be professional. It is advised to avoid "nick names" or "cute" automatic responses. This also applies for phone messages.

Education

In reverse chronological order list all of your degrees from college on, with the name of the institution and date they were awarded. List the date you expect to receive the degree for the program you are currently in. It is standard to list the name of your advisor and your thesis title.

From this point on you have more latitude in shaping the organization of your CV. You should be guided by your strengths, requirements for the job, and conventions of your discipline.

Honors and Awards (Grants, Fellowships and Patents, etc.)

Place Honors/Awards near the top of the CV (unless you have few, then put later or omit). This is a good place to list research-related and dissertation-supported grants, fellowships, awards and patents. Scientists may create a separate section for "Research Grants", which would probably come later in the CV.

Research Experience

Scientists will briefly describe their postdoctoral, doctoral, and possibly undergraduate research. You should include both substance and techniques employed if relevant. List names of the institution, professor,

project, and dates. Along with descriptions note any contribution you made (Some scientists append a "Statement of Research Interests")

Teaching Experience

Where you place this section depends on the target institution (i.e. small teaching college) as well as your strengths as a candidate. The basic information should include: Where, What, When you have taught and your titles i.e. teaching fellow or lecturer.

Publications and Presentations

Where you place this section depends on the strength of your publication record. If substantial, it may come first. If too lengthy or short it can come at the end of the CV or have an additional page. Some candidates will subdivide this category into:

- Publications (if have you enough, you can separate this into Books, Abstracts, Reviews, other publications, etc...). Use standard bibliographic form for publications.
- Papers and Presentations. Include dates/locations with titles of your presentations.

Avoid listing published abstracts in with papers. List Abstracts as a separate section. Otherwise, it gives the impression of "padding."

Related Professional Experience

Use this category for any experience that is related to teaching, research, and administration, i.e. conference organizing, tutoring, and committee work.

Languages

Accurately assess your knowledge level of a language: native, fluent, proficient or working knowledge.

Optional Sections

- Memberships of Professional Organizations
- Scholarly Associations
- Travel or Study Abroad

References

Most academics tend to operate within small, informal networks; the names of references will convey significant information to most readers. Most applicants will list their references at the end of their CV.

Include:

Full name

Title

Institutional address

Telephone address/email/fax

Three references are expected, but you may add more if their evaluations would add significant information

*** make sure your references know they are listed and have a copy of your CV***

Source: <http://jobsearch.about.com/cs/curriculumvitae/a/curriculumvitae.htm> AND

<http://www.dartmouth.edu/~gradstudy/careers/services/vita.html>