

# WRITING AN EFFECTIVE CURRICULUM VITAE

A Curriculum Vitae (CV) is the appropriate way of presenting yourself for employment in academic and research based settings. It can also be used when applying for fellowships and grants. The CV has an academic focus and is a very important tool for graduate students. It consists of a summary of your background in the areas of teaching, research, and service. This would include courses taught, research conducted, publications, awards, and service work. A CV can be much longer than a standard resume and would not be appropriate for most other job types in the public or private sector.

A CV may include, but is not limited to:

- Name and contact information, including mailing address, phone number, and e-mail address
- Professional Qualifications
- Major/ Area of Study for all degrees showing dates and institutions
- Work experience
- Teaching experience (including associate instructor or GA positions)
- Research interests, dissertation, thesis
- Publications, presentations, articles, abstracts, books
- Grants applied for, grants obtained
- Leadership experience/ service work
- Professional affiliations/memberships
- Specific skills and certifications

The headings and categories of information that you choose to include on your CV may vary. Looking at a sample CV or the CV of your professor/faculty advisor may be useful in determining the headings and categories that best illustrate your qualifications for a particular position.

Always print the CV in a standard typeface that is easy to read, such as Times New Roman, Arial, Calibri, Garamond, or Georgia. Avoid fonts that are difficult to read or that do not offer a mature, conservative feel. The typical point size is 11 points. You should never use smaller than a 10 point font and generally no greater than a 12 point font. Use only white or ivory “resume” paper when printing copies of the CV. Resume paper is of high quality with a heavier weight; it can be purchased at any office supply store or in most cases, your campus bookstore. Always print the CV single-sided and include a running header or footer on each page, indicating your name and the appropriate page number.

Consistency is essential in formatting. Utilize a consistent font throughout and the same header style for each section of the CV. Be sure to align bullets, dates, and locations along the same tab stops throughout the document. Sudden changes in format or alignment from one section to the next will make things more difficult for the reader and may be seen as a lack of attention to detail.

There are numerous ways to format a CV. One example is provided here, but there are many potential formats that may work, depending on your specific discipline. Take the opportunity to review many sample CVs. Ask the advice of career staff, faculty, and friends when formatting your CV. Have the document reviewed by several people before sending it out.

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EXAMPLE CV →

## John A. Smith

1234 W. Maple Lane  
Anywhere, WV 40536  
812-555-5555  
email@wvu.edu

### Summary of Qualifications

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*(This section is optional. A summary of qualifications lets you describe your key skills and qualifications for the position).*

Review the job description carefully and craft a profile or summary that demonstrates you are an excellent match for the position. Emphasize the qualities and skills you possess that align with the job requirements.

### Education

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*(List your education in reverse chronological order with the most recent first).*

#### Graduate University School Name, City, ST

Name of Degree (e.g. Ph.D. in Field of Study)

May 2012

Major: List Here, Minor: List Here

Dissertation title or topic, Name of your advisor, Name of Department

List any academic honors you received

#### Graduate University School Name, City, ST

Name of Degree (e.g. MS in Field of Study)

Aug. 2008

Major: List Here

Thesis title or topic, Name of your advisor, Name of Department

List any academic honors you received

#### Undergraduate University School Name, City, ST

Name of Degree (e.g. BS in Field of Study)

May 2006

Major: List Here, Minor: List Here

List any academic honors you received

### Professional Experience

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*(Includes academic appointments such as teaching & research assistantships, along with work experience listed in reverse chronological order. Depending on the amount of experience and relevance to field, you may also divide your experience into more than one section of the CV with titles such as **Teaching Experience**, **Research Experience**, **Relevant Work Experience**, etc.).*

#### Name of Organization, City, ST

Sept. 2010-Present

*Your Job Title (Such as Associate Instructor)*

- For teaching positions, describe the skills you utilized while teaching, such as course planning, classroom organization, communication and presentation skills, and laboratory teaching skills.
- Describe knowledge you have gained regarding different teaching and learning styles.
- Mention your familiarity with specific online teaching platforms, test design, and grading systems.

#### Name of Organization, City, ST

Aug. 2008-Aug. 2010

*Your Job Title (Such as Teaching Assistant)*

- Provide brief and effective descriptions illustrating your role(s) and note beneficial outcomes. Begin each description with an action verb and use the appropriate verb tense for present or past positions.
- Include metrics to quantify your contributions and provide appropriate scope of your involvement.
- Review the job description and focus your statements to show how you meet the needs of the organization.

#### Name of Organization, City, ST

June 2006-July 2008

*Your Job Title (Such as Health and Wellness Manager)*

- Consider your transferable skills and include that information in your descriptions. Think about how you demonstrated leadership, project management, and team-building skills.
- Mention specific computer programs you utilized as a function of your work.

## Research Experience

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*(Includes research positions, projects, and interests. List research experiences in reverse chronological order. This section should come directly after Education if you are applying for a research-based position).*

**Name of Organization/Department, City, ST** Sept. 2011-Present

*Your Job Title (Such as Statistical Consultant)*

- Describe your role in the position.
- Mention statistical analysis programs and techniques used.
- Mention specific computer programs you utilized as a function of your work, such as database applications.

**Name of Organization/Department, City, ST** Aug. 2009-May 2011

*Your Job Title (Such as Graduate Research Assistant)*

- Describe the topic of research, goal(s) of the project, and your contributions.
- List specialized laboratory skills and techniques.
- Highlight your interaction with human subjects as applicable to your field of research.

**Name of Organization/Department, City, ST** June 2008-Dec. 2008

*Your Job Title (Such as International Field Researcher)*

- Describe the topic of research, location of the field work, goal(s) of the project and your contributions.
- List language skills or cultural immersion relevant to the field experience.
- Describe your interactions with community members.

## Publications

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*(List any journal articles, book chapters, or abstracts for which you are an author. Format using the reference style for your particular discipline, for example, APA style. Refer to a reference style manual for proper formatting.)*

Author, I. M. (Year). Place article title here. *Name of Journal*, Volume (Number), 252-254.

## Papers Presented at Conferences

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Title of Presentation. Presented at Name of Conference, City, ST, Year.

## Current Research Interests

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- List in bulleted form or describe in paragraph form your research interests and goals.

## Grants

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- List grants applied for and grants received. Include name of grant, title of project, and dates.

## Professional Memberships

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- List professional organizations of which you are a member.

## Service

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- List committees and organizations for which you have served as a member or held a leadership role

## Honors and Awards

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- List honors and awards you received. Include the name of the award, the organization, and the date.

## References

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Name of Reference  
Title  
College, School or Department Name  
Street Address  
City, ST ZIP  
812-555-5555  
e-mail@wvu.edu

Name of Reference  
Title  
College, School or Department Name  
Street Address  
City, ST ZIP  
812-555-5555  
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