

WRITING A CURRICULUM VITAE

Deborah Wingert

As you did with your cover letter, use the job description from the institution to develop a CV specific to that job and the institution. Tailor your CV for that specific job (e.g., if it is a research position, your research experience and publications should precede your teaching experience; if it is a liberal arts position, the reverse might be true). Additional information on curriculum vitae is available in the CVs and Cover Letters section of the Resources page.

SUGGESTED CURRICULUM VITA CATEGORIES

You can use this suggested checklist as a guideline for organizing your professional experience. After you have made a preliminary draft of your CV, check for specific examples of CVs in your field and/or show your draft to a faculty member for advice.

Items	Present
PERSONAL INTRODUCTORY SECTION	
Name	
Address(es)	
Phone numbers (with area code)	
Fax number(s)	
Email address(es)	
EDUCATION	
<u>Each</u> institution listed includes:	
- Name of each university, college, institution attended	
- Location (city, state)	
- Type of degree	
- Major and minor (grade point average can be included)	
- Title of dissertation/thesis, and name of advisor	
- Anticipated date of completion	
TEACHING EXPERIENCE	
<u>Each</u> teaching position listed includes:	
- Title (teaching assistant, visiting lecturer, guest professor, etc.)	
- Name of institution, department	
- Location (city, and state)	
- Class title and/or brief description of course	
- Beginning and ending date	
TEACHING INTERESTS	
Information relates to your professional objective and the specific position to which you are applying	
Academic/educational interests	
Professional interests	
RESEARCH EXPERIENCE	
<u>Each</u> research position listed includes:	
- Title (research assistant, project director, research analyst,	

postdoctoral fellow, Principal, etc.)	
- Name of institution, department, city and state	
- Title of project (consider brief description)	
- Name/title of professor(s), who supervised project	
- Beginning and ending dates	
RESEARCH INTERESTS	
Information tailored to your professional objective and the specific position to which you are applying	
Research interests listed	
PUBLICATIONS	
Includes scholarly publications/work, professional papers, articles/monographs, reviews, exhibits/exhibitions/recitals (artists and musicians--complete description of work-in-progress), books, research reports, pertinent work in press	
List bibliographic information in the format <u>consistent</u> with your discipline	
PRESENTATIONS	
Includes scholarly presentations, conference/workshop presentations, conference/workshop leadership	
<u>Each</u> presentation listed (from most recent to least) includes: - Names of presenter(s) - Title of presentation - Name of conference/organization - Meeting location and date	
HONORS	
Includes achievements, awards, special recognition, scholarships, fellowships professional awards/honors, dean's awards, departmental awards, distinctions nomination(s) for significant awards, special honors, any fellowship or dissertation support, community awards	
Placed awards in EDUCATION section if you listed few (1-2) unimpressive awards	
<u>Each</u> award listed includes - Title of award - Institution & location (city and state) - Date received	
PROFESSIONAL EXPERIENCE	
Includes administrative experience (director, coordinator, etc.) consulting experience, continuing education experience, internships, campus work, any other professional work, <u>any</u> work relevant/related to your objective	
<u>Each</u> position listed includes:	
- Title of position	
- Name and location of organization	
- Beginning and ending dates of employment	
- Brief description of duties	
GRANTS	
Includes any dissertation/fellowship support (also listed in HONORS section)	
<u>Each</u> grant/funding award listed includes:	

- Title of project funded (includes amount awarded if substantial)	
- Funding agency	
- Date duration	
PROFESSIONAL MEMBERSHIPS	
Includes professional/scholarly organizations/societies, affiliations, any significant leadership roles/committee work in these organizations	
<u>Each</u> affiliation listed includes:	
- Name of organization	
- Date(s) of membership	
- Position held, if any	
PROFESSIONAL ACTIVITIES	
Includes activities such as: panelist, grant reader, consultant, keynote speaker, director	
<u>Each</u> activity listed includes:	
- Title of position	
- Name of organization	
- Location (city and state)	
- Date(s)	
COMMITTEE WORK-INSTITUTIONAL SERVICE	
Includes committee leadership/membership, any offices held, advisory board membership, council leadership/membership	
Name of the committee	
COMMUNITY WORK/PUBLIC SERVICE	
Includes community outreach work, volunteer work, community service, organizations, church work, etc.	
<u>Each</u> service listed includes a <u>brief</u> description of position, organization, and responsibilities	
ADDITIONAL INFORMATION (optional...lists significant items only)	
Citizenship	
Languages (fluency)	
Interests	
Travel (only if relevant to the applied position; includes countries, dates and purpose)	