

# WRITING A CURRICULUM VITAE

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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
<b>PERSONAL INTRODUCTORY SECTION</b>	
Name	
Address(es)	
Phone numbers (with area code)	
Fax number(s)	
Email address(es)	
<b>EDUCATION</b>	
<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	
<b>TEACHING EXPERIENCE</b>	
<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	
<b>TEACHING INTERESTS</b>	
Information relates to your professional objective and the specific position to which you are applying	
Academic/educational interests	
Professional interests	
<b>RESEARCH EXPERIENCE</b>	
<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	
<b>RESEARCH INTERESTS</b>	
Information tailored to your professional objective and the specific position to which you are applying	
Research interests listed	
<b>PUBLICATIONS</b>	
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	
<b>PRESENTATIONS</b>	
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	
<b>HONORS</b>	
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	
<b>PROFESSIONAL EXPERIENCE</b>	
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	
<b>GRANTS</b>	
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	
<b>PROFESSIONAL MEMBERSHIPS</b>	
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	
<b>PROFESSIONAL ACTIVITIES</b>	
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)	
<b>COMMITTEE WORK-INSTITUTIONAL SERVICE</b>	
Includes committee leadership/membership, any offices held, advisory board membership, council leadership/membership	
Name of the committee	
<b>COMMUNITY WORK/PUBLIC SERVICE</b>	
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	
<b>ADDITIONAL INFORMATION</b> (optional...lists significant items only)	
Citizenship	
Languages (fluency)	
Interests	
Travel (only if relevant to the applied position; includes countries, dates and purpose)	