Preparing a Curriculum Vitae

Though a curriculum vitae, or CV, is a type of resume typically used by professionals in the fields of academia, medicine, teaching, and research, it can also be asked for when applying to graduate programs.

Differences between a resume and a CV

- Education is always listed first. Most candidates who use a CV have an educational background directly related to the positions they seek.
- CV's almost never list an objective and seldom have a long narrative profile. If you want to make a more elaborate argument for your application, do it in a cover letter.
- CV's should be understated. Self-congratulation is likely to backfire on the author so keep your CV looking simple.
- Name-dropping is more common in CV's than resumes. For example, if you performed research under a certain professor, you would probably include her name and title. Science and academia are small worlds, and it is likely that a prospective employer will have heard of a given specialist in her own field.
- CV's can run on for pages and pages. This is different from resumes, which need to be one to two pages, maximum. CV's should, however, be very neatly organized with clear headings and distinct conceptual divisions.
- CV's often contain many more categories of information than resumes. Experience may be divided between headings for TEACHING and RESEARCH; education may be divided between DEGREES and CONTINUING EDUCATION or ADVANCED TRAINING. How you organize this material determines its impact on your reader.

Information to include on a CV

The organization and presentation of your CV is extremely important. Your presentation will be judged largely on the number and nature of listings. Review your total universe of material before deciding what to include, what to feature, and what to omit. Review all potential data in the following categories:

Degrees	Study Abroad	Volunteer Experience	Consulting	Clinics
Dissertations	Teaching	Technical Skills	Service	Sports
Theses	Workshops	Laboratory Skills	Symposia	Papers
Licenses	Grants	Computer Skills	Expertise	Seminars
Awards	Practica	Continuing Education	Credentials	Honors
Languages	Translations	Conferences	Exhibitions	Specialization
Research	Publications	Scholarships	Employment	Committee Training
Workshops	Affiliation	Fellowships	Presentations	Interests

After compiling this information, organize it on your CV in accordance with your desired impact on the reader. All information should be listed in reverse chronological order.