

Building an Accomplished Curriculum Vitae



Career Services

First Things First: What is a Curriculum Vitae?

A curriculum vitae (also known as a "vitae" or "CV") is similar to a resume. It is a document and tool created for the purpose of pursuing your career and educational goals. Your vita should thoroughly describe your accomplishments and experiences in a way that best demonstrates your qualifications for the type of position you are seeking.

In developing your vita you should:

- Remember that curricula vitae vary in format and style—choose one that suits you and emphasizes your knowledge, skills, strengths, and abilities.
- Pay careful attention to punctuation, spelling, grammar, and writing style.
- Organize information in a logical fashion.
- Keep descriptions clear and thorough yet concise.
- Use a simple, easy-to-read font.
- Clearly number pages with your name at the top of each. Do not print pages back-to-back.
- Use good quality white or off-white 100% bond paper.
- Tailor your vitae to each position to which you're applying.

When Would I Use a Curriculum Vitae?

If you are seeking a faculty, research, clinical, or scientific position, you will need a curriculum vitae. You may also want to consider this format when looking for work in the fields of healthcare, athletic training, education, social work, counseling, psychology, philosophy, anthropology, journalism, or other areas in which you may have participated in various applied, "hands-on" experience and training opportunities related to your major field of interest.

How Should I Format?

A vitae can range from 2 to 12 pages or more depending on experience, and offers an in-depth look into any and all professional experiences you care to relate to the position you are seeking. Sections can include: Education, Awards, and Fellowships, Teaching Experience, Research Experience, Computer/Technical Skills, Honors, Professional Activities, Presentations, Publications, Professional Memberships, Travel/Cultural Experiences, and others.

You should begin with a heading that includes your name, address, telephone number, and email address. If you plan to move, be sure to provide a way for employers to reach you, such as a family member's address. If your email account was established through the university, make sure you set up an account that will remain active after you leave school (always choose an email address that is professional, and appropriate).

What Have You Learned?

You'll need an Education section that highlights the knowledge you have acquired through your university preparation and professional and educational experiences. At a minimum, the Education section should include your university, your degree and major, and when your degree was earned or is expected, as well as any certifications or credentials you have earned or expect to earn. Other education-related information that can be included: GPA, academic minor (or second major), and related coursework (remember to include those courses in which your potential employer will be most interested).

What Have You Done?

Your Experience section is key and should highlight your work-related accomplishments, whether they are paid or unpaid.

Emphasize the experiences related to the position you are seeking. For example, if you are applying to work in a hospital setting, you may have a section called "Clinical Experience" or "Hospital Experience." Quantify and qualify what you did and be as specific as possible. For example, in a clinical position (such as a Physician's Assistant), include how many rotations you completed.

You can also include experience gained through participation in organizations and associations in a "Professional Memberships" section or "Committee and Administrative Experience" section, as long as you can relate the experience to the job for which you are applying.

In a "Publications" section, do not include papers submitted or in preparation unless they have been accepted, in which case indicate that they are "in press." Follow appropriate documentation guidelines for articles, books chapters, presentations, etc.



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Sample Curriculum Vitae Sample

Catherine Jones

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San Marcos, Texas 78666 512.555.1234
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EDUCATION

Ph.D. in American History, 2015

Columbia University, New York, NY

Dissertation: "Politics in Working-Class Los Angeles" Honors:

Dissertation passed "With Distinction"

M.A. in American History, 2010

Columbia University, New York, NY

Master's Thesis: "The Use of Video in Presidential Campaigns"

B.A. in History and Journalism, 2008

Texas State University, San Marcos, Texas

Undergraduate Honors Thesis: "Rhetoric of the Obama Campaign"

AWARDS AND FELLOWSHIPS

Postdoctoral Fellowship, Columbia University 2015-2016

Matriculation and Facilities Fellowship, Columbia University 2012-2014

Gloss Travel Grant, Jayne State University 2012

Interdisciplinary Fellowship, Columbia University 2010-2011

President's Fellowships, Columbia University 2008-2010

Richard Hofstadter Fellowship, Columbia University 2008-2009

TEACHING EXPERIENCE (or PROFESSIONAL EXPERIENCE)

Lecturer, Columbia University, New York, NY 2013-2015

Taught the course "Early American History."

Formulated course structure and requirements, lectured, administered grades.

Teaching of course prompted nomination for Fleestone Gripey Excellence in Instruction Award.

Adjunct Instructor, Columbia University, New York, NY 2010-2011

Taught the course "US History to 1900."

Devised syllabus, lectured and administered grades.

Served as undergraduate advisor for History Honors Program.

Teaching Assistant, Columbia University, New York, NY 2010-2012

Assisted Professor Chris Columbus in his course, "The United States in 1945."

Helped create curriculum, composed exams and term paper assignments, led weekly discussion sessions, graded all written work and determined final grades.

Catherine Jones (In the header)

RESEARCH EXPERIENCE (or RELATED EXPERIENCE)

Columbia University, New York, NY 2015-Present

Postdoctoral Fellow: “The history of the working class in the United States from 1900-1940.”
Results will be published in three journal articles.

New York Historical Society, New York, NY 2011-2014

Researcher: Conducted basic historical research. Selected writers. Assisted in formulating entry lists.

PUBLICATIONS/PAPERS

“Class Conflict in San Francisco in the 1920s.” Paper presented at the Annual Meeting of Association of Geographers. San Francisco, Calif., March 2014.

“Working Class in Los Angeles in the 1920s.” Paper presented at Los Angeles History Research Group. San Marino, Calif., November 2013.

Jones, C. “Alcoholism in America.” Report prepared for the National Institute on Alcohol Abuse and Alcoholism. Los Alamitos, Calif., October 2012.

“An Analysis of the Recent Presidential Campaigns.” Paper presented at the Conference on the Presidency. Erie, Pa., April 2007.

PRESENTATIONS

“The Long-term Effects of Alcoholism in American Society” Presented at the 20th Annual Southwest History Association, January 23, 2008.

“The History of Journalism” Presented at Southwest Association for New Journalists, March 5, 2005.

LANGUAGES

Reading and basic speaking competence in French, Spanish, and modern Greek.

COMPUTER/TECHNICAL SKILLS

Statistical Analysis Programs and PC and Macintosh programs.

PROFESSIONAL MEMBERSHIPS

American Historical Association
Organization of American Historians
Western Association of Women Historians

PROFESSIONAL SERVICES

Board of Advisors for Student Development
Vice President for Austin Community Affairs

TRAVEL/CULTURAL EXPERIENCES

Taught History to 6th-grade students in the Caribbean for three months.



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