

Writing a Curriculum Vitae

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Objective

You will be able to develop a curriculum vitae (CV) that emphasizes your strengths and achievements.

Purpose of a Curriculum Vitae

The curriculum vitae, also called an academic résumé or CV for short, is a summary of one's personal history and professional qualifications submitted as part of a job, graduate school, or internship application process. In Latin, the term means "the course of one's life."

Format

While there is no standard formula or template for preparing a CV, certain information should be included. The following basic categories provide the foundation.

Identification

Your name, full address, phone number with area code, and email (make sure it is professional) should be the first items on your CV. If you are at a temporary address, you can include this in addition to or in place of your permanent address, depending on your circumstances.

Career Objective

A career objective is not necessary for your CV, but if you decide to include one, make sure to state your objective as concisely as possible. The career objective can focus on skills, education, population of interest, career area, type of organization, position title, or functional area. For additional assistance writing an objective, pick up the *Creating a Career Objective* guide in the Career Center.

Education

Using reverse chronological order, list your most recent degree first followed by all other degrees earned or training received. Make sure to include the name of the degree, date of graduation, and name and location of the institution. You may also include the title of your dissertation or thesis topic and the name of your major professor.



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Experience

List teaching, research, and related experience, including graduate assistantships, internships, and postdoctoral fellowships. Make sure to include your position title, name of the organization, the organization's location, dates, responsibilities, and accomplishments. Describe your experiences with short, results-oriented phrases using action verbs. Some additional ways to describe or categorize your experience can be found in the next section. The following list of action words will ensure your CV reads dynamically.

accomplish	coordinate	guide	originate	solve
account	correct	handle	organize	speak
achieve	counsel	hire	paint	staff
act	create	implement	perform	start
administer	dance	improve	persuade	structure
advertise	delegate	increase	photograph	submit
advise	demonstrate	influence	plan	supervise
analyze	decrease	initiate	play	supply
appraise	decide	inspect	predict	synthesize
appeal	design	install	prepare	talk
arrange	determine	instruct	present	teach
assemble	develop	interpret	preside	test
assign	devise	interview	produce	train
assist	diagnose	invent	program	translate
attend	direct	investigate	promote	travel
audit	discover	judge	propose	tutor
authorize	document	landscape	provide	type
budget	draft	lead	publish	understand
build	draw	learn	purchase	verify
calculate	edit	listen	qualify	write
catalogue	engineer	make	raise	
chart	entertain	manage	read	
clarify	establish	manufacture	recommend	
collect	estimate	market	recruit	
communicate	evaluate	measure	repair	
compete	exercise	meet	report	
complete	exhibit	mobilize	research	
compile	experiment	model	review	
compose	explain	motivate	schedule	
conduct	facilitate	negotiate	select	
contribute	formulate	operate	sell	
control	furnish	order	serve	

Additional CV Categories

In addition to the basic categories mentioned previously, other items can be included. The important thing to remember is that a CV should be designed around your strengths and achievements. Some categories you may want to include are:

Academic Preparation

- Academic background
- Education/educational background
- Educational overview
- Professional studies
- Degrees

Thesis

- Master's project
- Comprehensive areas
- Dissertation
- Dissertation title

Professional Competencies

- Professional highlights
- Course highlights
- Proficiencies
- Areas of knowledge
- Areas of expertise
- Areas of experience
- Professional experience
- Professional overview
- Professional background
- Teaching experience
- Experience summary
- Experience highlights
- Research experience
- Administrative experience
- Consulting experience
- Related experiences
- Project management

Academic and Professional Service

- Association leadership
- University service
- Leadership
- Committee leadership
- Departmental leadership
- Activities
- Scholarly presentations
- Conference presentations
- Refereed/Non-refereed
- Invited
- Convention addresses
- Workshop presentations
- Programs and workshops
- Conference participation
- Conference leadership
- Publications

Memberships/Affiliations

- Professional organizations

Professional Certification(s)

- Certificates
- Licensure
- Special training

Teaching Interests

- Academic interests
- Research interests
- Educational interests
- Professional interests

Personal Data

Generally, personal data such as one's marital status, ethnicity, birth date, health, height, and weight are not included on a CV. One reason for this is because your CV should focus on your job-related abilities and potential. Inappropriate information can detract from your professional qualifications and achievements so it is best to leave this type of data off your CV.

Length

The length of your CV will vary depending on your unique experiences. As you become more experienced, your CV will grow. Keep in mind that the relevance of the information contained in your CV is more important than the number of the pages filled. Unlike a résumé, it can be as long as it needs to be!

Layout

Remember, you are designing your CV to capture the reader's attention. Therefore, you want to pay attention to how you format your information. Make sure to put the most relevant information first. In addition, you may want to use italics, underlining, and bold features to highlight and emphasize certain category headings, position titles, organizations, etc.

Hints and Suggestions

DO:

- Be clear, concise, careful, and consistent.
- Be positive.
- Have your CV critiqued by various people.
- Proofread your CV many times.
- Print copies on high-quality paper in neutral colors such as white, gray, or cream.
- Update your CV regularly.
- Tailor your CV to each individual audience.
- Keep one master document.

DON'T:

- State salary requirements.
- Give reasons for leaving employers.
- Offer negative information.
- Include irrelevant information.
- Forget to proofread.
- Be disorganized.

Vitae Critique

Finally, you may bring your CV to the Career Center for a critique by a career advisor. No appointment is necessary. Bring an electronic and paper copy. You can also use the Career Center's computer lab to make changes as needed.

Sources of Additional Information

<i>The Academic Job Search Handbook</i>	V H4
<i>The Curriculum Vitae Handbook</i>	VA A5
<i>How to Prepare Your Curriculum Vitae</i>	VA J31
<i>From CV to Résumé</i>	VA T45
<i>The Compleat Academic: A Career Guide</i>	IIB 19-3030 D3



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