

Writing A

# Curriculum vitae (CV)

FSU

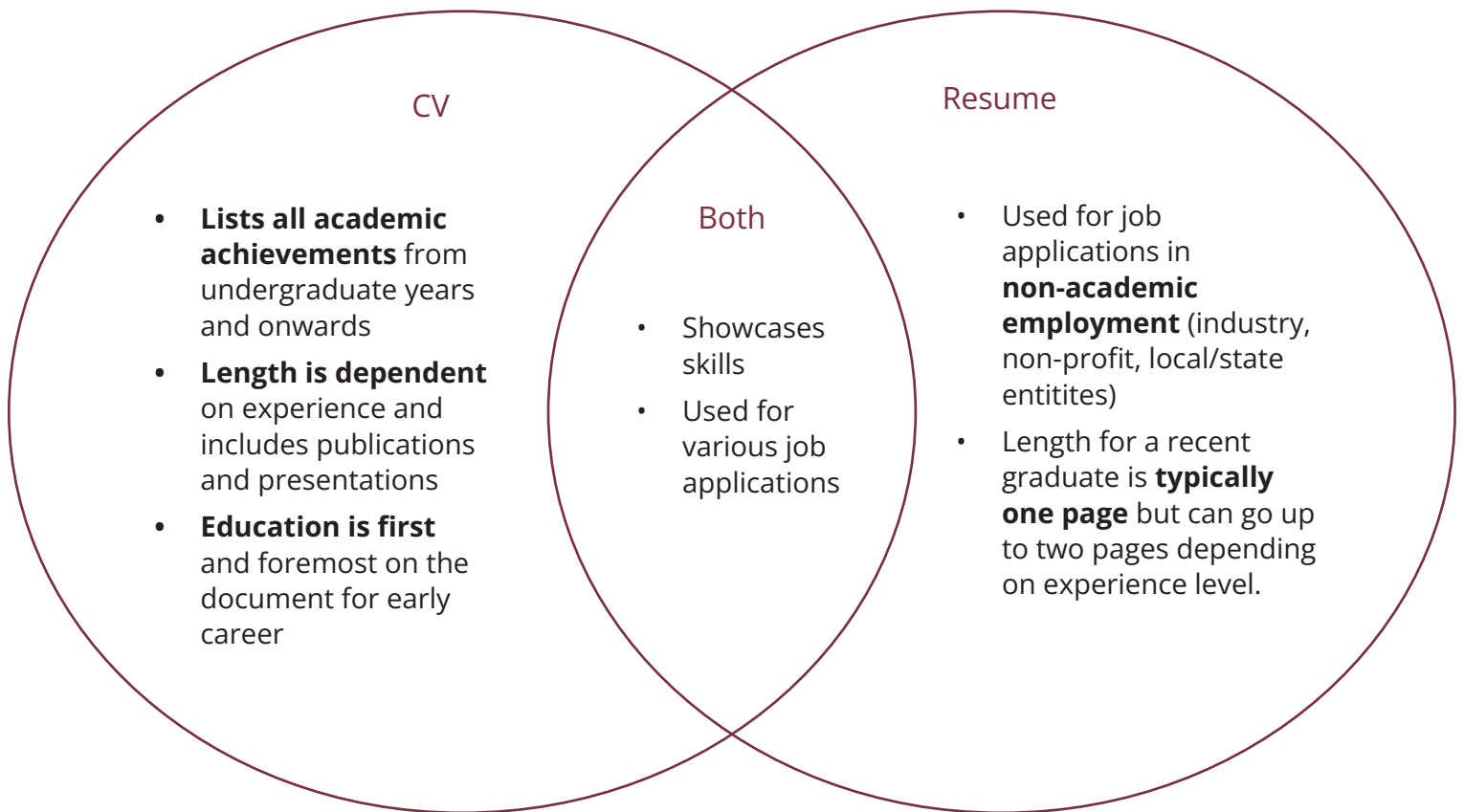
CAREER CENTER



# WHAT IS A CURRICULUM VITAE?

A Curriculum Vitae (CV) is a list of all academic accomplishments. The literal translation of the phrase is “course of life.” CVs are used to apply for positions in the academy, fellowships, grants, and some awards. Its purpose is to demonstrate your scholarly potential.

## What is the difference?



### Note to Reader

Please be aware that the above differences are typically used in the U.S. and Canada even though the terms resume and CV can be used interchangeably. In other countries, “CV” is used to describe any job application documents. If you are in doubt as to which type to submit for a job application, it is recommended to ask for clarification.



# Building Your CV

While there is not a standard format for crafting a CV, the following information/sections should always be included.

## Contact Information

This includes your name, CURRENT city/state you live in, phone number, and email address. Be sure it is professional. If you are a student, this would be your university email address. As an alternative to your personal address, you could provide the university address of your college/department.

### Examples

Tina Tallahassee  
Tallahassee, FL  
(123) 456-7890  
studentemail@fsu.edu

Option #2

Psychology Department  
1107 West Call Street  
Tallahassee, FL 32306

### Tina Tallahassee

Psychology Department (123) 456-7890  
1107 West Call Street [linkedin.com/in/tina-tallahassee](https://www.linkedin.com/in/tina-tallahassee)  
Tallahassee, FL 32306

Header Example

## Education

In this section, use reverse chronological order (most recent first). Include the title of your dissertation and/or thesis as well as the name of your degree and institution.

### Example

- 2025 Doctor of Philosophy , Florida State University, Tallahassee, FL. Major: Curriculum & Instruction (Teaching and Learning)  
Title of Dissertation: *"Charting New Waters: Navigating Intersectional Identities in STEM – A focus on Asian International Women."*
- 2021 Masters of Science, Florida State University, Tallahassee, FL. Major: Early Childhood Education
- 2020 Bachelors of Science, Florida State University, Tallahassee, FL. Major: Sociology

**\*\*Final say should always come from a faculty member in your interest area\*\***

# Professional Experience

This is where you include any experience relevant to the position of interest.

- There is no limit to the number of experiences that can be included in this section.
- Use reverse chronological order (most recent first).
- Optional: Include any technical and soft skills used in your bullet point description.
- For faculty positions, lead with teaching and research experience; each section clearly labeled; followed by an additional experience category with items that have some relevance to the position.
- May need to include headings (i.e. Teaching, Research, etc.) and/or subheadings (i.e. Administration) to organize categories.

## Example

*Career Advisor*

August 2022 – Current

The Career Center at Florida State University, Tallahassee, FL

- Provide resume, cover letter, personal statement, and other career preparation document critiques.
- Administer Self-Directed Search, Career Thoughts Inventory, FOCUS2 assessments and interpretations of results.
- Conduct one-on-one sessions with over 700 students for career advising per semester.
- Provide both in-person and virtual services to students, community members, and alumni.
- Present workshops for students, alumni, and community members regarding document writing and critiquing, career fair preparation, interview preparation, and general career preparation.
- Work to help promote and facilitate semesterly Career Fairs such as the Seminole Futures All Majors Career Fair, HELPS Fair, STEM Fair, Graduate Student, and others.



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# Teaching

- Provide the course title, subject, course code, department, institution, and delivery mode.
- List in reverse chronological order by semester or quarter.
- If courses taught are specialized, provided 1-2 bullet points describing the content.

## Examples

### Courses Taught

A History of the United States Since 1877 (AMH 2020) Spring 2022, online, Department of History, Florida State University

A History of the United States to 1877 (AMH 2010) Fall 2021, online, Department of History, Florida State University

Option #2

### Curriculum Development

WHO 2040 20th Century World History, Asynchronous Online Class

- Developed a fully asynchronous course for Broward College (2021)

AMH2010 & AMH2020 5-year Curriculum Update for US History

- Made major revisions to AMH2010 and AMH2020 to include addition of Native American and African American history learning objectives (2020)

# Research

Research experience should include all research related work, whether paid or unpaid. If you worked on multiple projects, you can list research by research topic title.

## Example

Research Assistant, Program in Neuroscience

August 2011 – June 2018

Psychology Department, Florida State University (Tallahassee, FL) Advisor: Alex Neuroscience, Ph.D.

- Analyzed and interpreted large amounts of behavioral data using custom-coded macros in Excel.
- Conducted behavioral experiments including taste preference tests to measure conditioned taste aversions.
- Assisted in the development of a lesion mapping program by identifying neuroanatomical markers.
- Meticulously analyzed lesion and dye injection placement using light microscopy and a high-resolution mapping program.

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# Academic & Professional Service

- Include service on any committees for any entity such as a university, non-profit, student organization, etc.
- List the name of the committee including your role or title.
- Provide 1-3 bullets describing duties as needed.

## Example

### Florida State University

#### Department Service

|   |                       |
|---|-----------------------|
| Committee Member, Systems and Technology Committee, Career Center     | <b>2018 – Present</b> |
| Committee Chair, Awards and Recognition Committee, Career Center      | <b>2017 – 2018</b>    |
| Search Committee Member, Experiential Learning Liaison, Career Center | <b>2017</b>           |

#### College Service

|   |                       |
|---|-----------------------|
| Member, First Year Experience Standards Review Committee  | <b>2020 – Present</b> |
| Advisor, Graduate Student Association                     | <b>2018 – Present</b> |
| Member, Division of Student Affairs Orientation Taskforce | <b>2017 – 2018</b>    |

# Professional Associations/Memberships

Include the name of the organization, your role or membership status, the dates you have been a member and any significant contributions or activities you've been involved in such as a leadership role.

## Example

|  |                       |
|--|-----------------------|
| Member, Cooperative Education & Internship Association (CEIA)  | <b>2020 – Present</b> |
| Member, Southern Association of Colleges and Employers (SoACE) | <b>2020 – Present</b> |



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## Honors & Awards

- List any awards, scholarships, or fellowships received. This includes both academic and professional awards.
- The date that the awards were earned should be included (month and year) in reverse chronological order.
- If an award is part of a larger fund or program, provide the name of the program/fund and the specific award.

## Examples

UNCF United Health Foundation Diversity in Health Care Scholarship Award **January 2024**

Southern Association of Colleges & Employers (SoACE) Graduate Student of the Year **December 2023**

Career Advisor Scholarship: Rand Fellow **August 2023**

Student Employee of the Year: Finalist **April 2023**

## Publications & Presentations

- Make sure you are using the citation method that is standard for your discipline.
- Bold or Underline your name in the author list.
- Include publications that are in press, accepted, under review, or submitted. Indicate the status behind the title. No aspirational pieces of work.
- Depending on the number of publications listed, you may need to utilize subheadings.
- For presentations, it is best to create subheadings for refereed, invited, workshops, posters, etc.

## Example

**[Authors Name]. (Year). [Your Research Topic] on [Outcomes]. Journal of [Your Field], [Volume], [Page numbers]. [DOI number].**

Doe, J., Smith, A., & Brown, C. (2023). The Impact of Counseling on Relationship. Journal of Behavioral Study, 212, 4-9. [DOI number] In press.

**[Name]. (Year). [Title of Presentation]. Presented at the [Conference Name], [Location].**

\*Doe, J. (2022, October). The Impact of Counseling Relationships. Presented at the National Career Development Association, San Diego, CA.

\*Presenting Author/Lead Presenter

**Depending on your level of experience and the position you are applying for, other categories to include are:**

- Leadership

- Grants

- Certifications/Licensure

- Consulting

# Vitae Critique & Additional Sources of Information

Need more help crafting your CV? The Career Center is here to help.

## Career Advising

You are welcome to bring your CV to The Career Center for critique by a Career Advisor, no appointment needed. You can also meet with the Career Liaison for your college/department. Check out [career.fsu.edu/careeradvising](https://career.fsu.edu/careeradvising) for more information.

Remember, this guide is a starting place for crafting your CV. Please be sure to ask experts in your area for additional feedback.

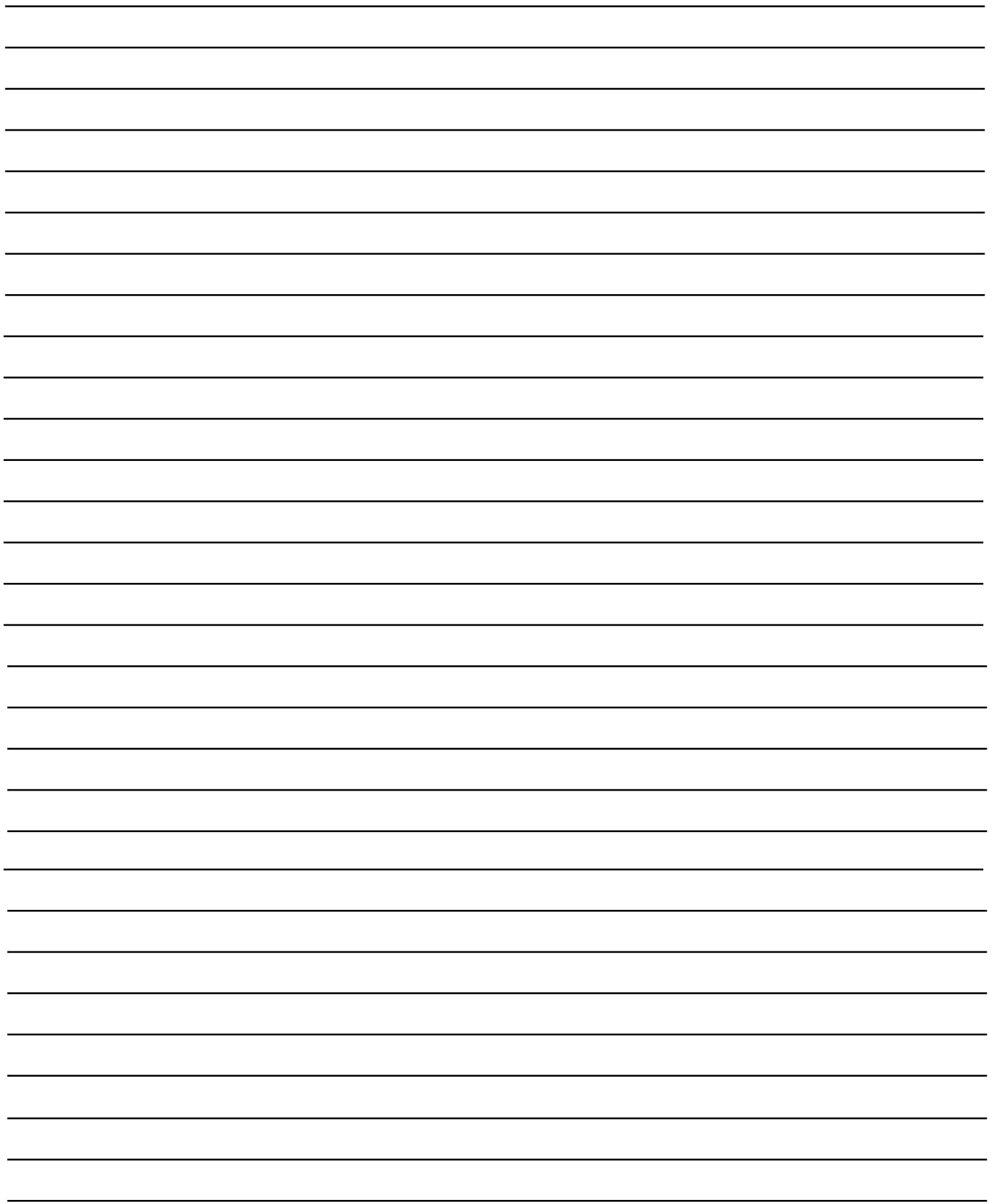
## Other Resources

For additional resources, visit the FSU Career Center to browse our collection of books and sample CVs.

- FSU CV Binder .....VA F522
- The CV Handbook: An Owner's Manual .....VA C61
- The PhD Handbook for the Academic Job Search...VD C6
- Making the Right Moves: A Practical Guide .....VD B6
- The Professor Is In .....VD K4
- The Academic Job Search Handbook .....VD V5







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