

# Learning Assistance Center

Academic Writing Center - Graduate Students



## Composing a CV

Tips on how to write and format your *curriculum vitae*

### What's Typically Included in a CV

#### Heading

- Includes: Name and contact information
- Formatting Tips: Whereas other portions of your CV should be aligned left, your heading can go in the center to stand out from the rest of the information

#### Education

- Includes: Your degrees (or degree in progress) in order from most recent to least recent
- Relevant Information: Name and address of each institution, type of degree, and year it was (or will be) awarded. When applicable, include the title of your dissertation or thesis and the name of your advisor

#### Experience

- Includes: Professional and academic experiences, such as teaching, research, field work, professional development courses, professional licenses, and professional certificates
- Relevant Information: The title of the position, the organization or institution where the position was held, the location of the position (city, state), and the dates you held the position. For research experience, include the name of the head of the lab and any grants received
- Formatting Tips: Consider breaking this section into sub-groups that encompass different types of experience (e.g. Teaching Experience and Professional Experience)

#### Publications

- Includes: Articles, essays, pamphlets, research reports, chapters in books, and any other published material
- Relevant Information: All bibliographical information for the text
- Formatting Tips: Use the preferred citation style of your discipline (e.g. MLA). Divide this section into sub-groups based on the genre of the publication (e.g. an "Essays" section)

#### Curriculum Vitae

Latin for "course of life" (note: vitae is plural, vita singular)
Generally used for academic jobs, scholarships, and grants
Usually longer than a résumé because the document grows as new merits are acquired
Emphasizes academic accomplishments (publications, research, teaching, presentations, etc.)

#### Résumés

French for "summary"
Generally used for non-academic jobs (corporate, non-profit, private sector)
Usually no more than 2 pages because it is tailored to meet a specific job
Emphasizes work experience and relevant skills

The Academic Writing Center  
401N Langsam Library  
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#### Presentations

- Includes: Presentations given at conferences and/or symposia, poster presentations
- Relevant Information: The title of your presentation, the location and date of the event, and the name of the host organization or institution
- Formatting: If relevant, create a sub-group for any non-academic presentations

#### Awards and Honors

- Includes: Fellowships, scholarships, teaching awards, research awards (grants can be included in this section or in a separate section that includes project information, dates, grant amount, and name of supervisor)
- Relevant Information: Title of the award or honor and when it was received

#### Extracurricular Activities, Volunteer Positions, Professional Associations

- Includes: relevant volunteer experience, community involvement, student organizations, and academic/institutional membership
- Relevant Information: For membership and leadership positions, include the date the position or membership was held, the organization name, and your position (if relevant). You can also include details about your specific role and what you accomplished

#### References

- Includes: three to five people who write your letters of recommendation and their contact information
- Formatting: Have your references at the end of your CV (ensure that all references listed are on the same page) or on a separate page labeled "References"

#### Style Tips

- Use the same font throughout your entire CV
- Use italics, bold, and/or CAPs for emphasis or differentiation purposes (e.g. using CAPs for section headings)
- Use 1" margins
- Use an easy-to-read font, such as Times New Roman
- Number pages and be sure your name is on each page
- Information should be listed from most recent to least recent

#### General Tips

- Try to update your CV regularly or each time you have something new to add. It can be difficult to remember all of your accomplishments in one sitting, and keeping your CV up-to-date will save you time when it comes to your application
- Adjust your CV to emphasize different skills depending on the job (for example, larger universities may be more interested in your research than your teaching)

#### Further Resources

- The Graduate College at the University of Illinois at Urbana-Champaign (Professional Development page)
- UCLA Graduate Writing Center
- UCSF Office of Career & Professional Development

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