

CURRICULUM VITAE (CV) WRITING

A curriculum vitae or CV is a comprehensive biographical statement (usually 3+ pages) that emphasizes qualifications/activities and is organized so most relevant areas stand out: It should be clear, concise and consistent. Unless a CV is requested, send a resume.

WHEN WILL I USE A CV?

Other cultures often expect a CV, but the expectations vary greatly. Please research CV writing tips and strategies for other countries as they will differ from the tips provided here.

In the United States, a CV is often used in higher education in the following ways:

- To focus on academic pursuits, omitting material not directly related to educational background/achievement.
- To address faculty roles such as teaching: courses taught/developed, research, service, professional memberships and presentations.
- To seek teaching or research positions.

You may also use a CV for these activities:

- Locate or change positions
- Update personnel records
- Respond to public announcements
- Re-enter the labor market
- Develop a biography

You may use a CV in the following ways:

- Grant proposal support documentation
- Work annual review
- Part of application process
- Presentation introduction background
- To accompany a portfolio

TO GET STARTED...

Brainstorm everything you can imagine to include, both educational and professional history. Then, decide what to include and exclude. Write a draft and experiment with format and relevant information. Adapt your CV to fit various needs, and update your information at least once a year.

FORMAT AND STYLE

- See style and layout (margins, font size, etc) suggestions in Resume Tip Sheet.
- Your name and page number should appear on each page.
- Do not include religion, race, ethnic background, photo, marital status, dependents, sex, age, height, weight.

OUTSIDE READERS/CRITICS

The following people should review your CV before you send it out:

- Professional who knows you well enough to spot any significant information you may have omitted
- Professional who does not know you well (important choice since most of your readers will fall into this category)
- Hiring personnel officer you know
- Career Planning and Development staff member

SUGGESTED CV TOPICS

- | | |
|-----------------------------|-------------------------------|
| – Education | – Conference Presentations |
| – Professional Studies | – Convention Addresses |
| – Thesis | – Workshop Presentations |
| – Master's Project | – Conference Participation |
| – Comprehensive Areas | – Conference Leadership |
| – Dissertation Title | – Memberships / Affiliations |
| – Professional Competencies | – Professional Organizations |
| – Professional Highlights | – Professional Certifications |
| – Course Highlights | – Licensure |
| – Areas of Knowledge | – Special Training |
| – Areas of Expertise | – Teaching Interests |
| – Areas of Experience | – Academic Interests |
| – Professional Experience | – Research Interests |
| – Teaching Experience | – Educational Interests |
| – Research Experience | – Professional Interests |
| – Administrative Experience | – Scholarships |
| – Consulting Experience | – Awards / Honors |
| – Related Experiences | – Fellowships |
| – Distinctions | – Publications |
| – Academic Service | – Exhibits/Exhibitions |
| – Professional Service | – Academic Accomplishments |
| – Faculty Leadership | – Activities |
| – Committee Leadership | – Foreign Studies |
| – Departmental Leadership | – Travel Abroad |
| – Professional Activities | – Foreign Languages |
| – Scholarly Presentations | – References |



SUMMARY OF QUALIFICATIONS

- Critical and analytical thinker with research experience
- Proficient in IBM SPSS Data Analysis and Excel
- Proactive collaborator, thriving in diverse teamwork situations
- Familiar with truth functions, theoretical application, and cognitive acquisition
- Engaging communicator with teaching and public speaking experience, proficient in Prezi and PowerPoint

EDUCATION

University of Tennessee at Martin (UTM); Martin, TN

Bachelor of Science: May 20XX

- Sociology & Psychology Dual Majors
- GPA: 3.43

TEACHING EXPERIENCE

Mentoring Group: Martin, TN

Director: August 20XX—present

- Coordinate meetings, events, training sessions and fundraisers
- Mentor large groups of students on masculinity, diversity and civic responsibility

UTM Department of Psychology; Martin, TN

Guest Lecturer: August 20XX—present

- Develop lectures on various topics in diversity and cognitive acquisition
- Create numerous Prezi presentations for website (Canvas)

PUBLICATIONS/PRESENTATIONS

"Platinum and Lead in the Primary Cosmic Radiation," A.B. Smart, A.B. Success, A.B. Research, and A.B. Over, Astrophysical Journal Letters (to be submitted)

"The Cosmic Ray Abundances of the Platinum-Lead Elements as Measured on HEAO-3," A.B. Smart, A.B. Success, A.B. Research, and A.B. Over, Proceedings of the 18th International Cosmic Ray Conference, Bangalore, India (19XX), paper OG1-22.

RESEARCH EXPERIENCE

Skyhawk, C., & Faculty, H., (20XX, March) Title of really interesting study. Poster presented at North Central Sociological Association, Chicago, IL

Skyhawk, C., & Faculty, H., (20XX, December) Professional resume reviews increase response rates. Poster presented at South Eastern Psychological Association, New Orleans, LA

Faculty, H., Faculty, H., Skyhawk, C., (20XX, September). Suits as the gold standard: interview attire opinions across fields. University of Tennessee at Martin, Martin, TN.

Skyhawk, C. (20XX, February). Student athlete resumes: special population study. Poster presented at Conference, Middle Tennessee State University, Murfreesboro, TN.

Skyhawk, C., Faculty, H., & Faculty, H. (20XX, April). Ageism: Graduation dates and the resume. Poster presented at the Anthropologist Conference of Tennessee, Memphis, TN.

VOLUNTEER EXPERIENCE

Needline (food pantry): 20xx – 20XX

UTM Women's Center: *Advocate*, 20xx – 20XX

UTM Office of International Education: *Conversation Partner*, 20xx – 20XX

UTM BRIDGE (orientation for incoming at-risk students): June 20XX

LEADERSHIP EXPERIENCE

Psychology Club: *President*, 20XX– 20XX

Philosophy Club: *Member*, 20xx – 20XX

Sociology Club: *Planner*, 20xx – 20XX

AWARDS

1st Place Research Poster, Conference, 20XX

Psychology Department Scholarship Award, 20xx – 20XX

Student Support Service Scholarship Award, 20xx – 20XX

TECHNICAL SKILLS

Research: IBM SPSS Data Analysis and Excel

General: Microsoft Word, PowerPoint and Publisher