

Creating an Effective Curriculum Vitae

What is a Curriculum Vitae?

A curriculum vitae (CV) is a document that is similar to, but not identical to, a resume. It is similar because it is a tool that you use to communicate your relevant accomplishments to an audience. It is different in its audience, content, and structure. A CV is a **long-form description** of your **academic research and other relevant academic experience**, intended for a **primarily academic audience**.

The term, *curriculum vitae*, translates roughly to “the course of one’s life.” When writing your curriculum vitae, you should capture the course of your academic life through the accomplishments you list.

Please note that in Europe, “CV” is used interchangeably with resume. If a European-based organization asks for your CV, they are likely really asking for your resume. Confirm with a contact at the organization before submitting a document.

Curriculum Vitae Content

Each curriculum vitae should be geared towards the appropriate academic discipline and your individual experience. Your first guiding question when writing your CV is “who is my audience”? Typical audiences for CVs include:

- Graduate program admissions personnel
- Graduate program faculty in your academic discipline who may be future advisors, mentors, research advisors or supervising teachers.
- Committees for fellowships, scholarships, and grants
- Potential references for graduate programs and other academic opportunities
- Educationally geared organizations, such as museums or libraries

Once you have determined your audience, you should then think about your overall goal. Do you want to secure a spot in a research-focused graduate program? Then, you should highlight your research experiences. Are you hoping to teach or T.A. in your graduate program? Then you should include your teaching and mentoring experience.

Within your academic discipline, there may be accepted styles of writing, organization, or content. Be sure to connect with your faculty advisor and ask for assistance with your CV once you feel that it is ready to

When you are ready to write your CV, focus on describing your accomplishments in detail. While resumes focus on brevity, CVs focus on comprehensiveness. Make sure that you are describing your work in sufficient detail, so that it stands as an accurate and complete record.

Please note that each CV should be tailored to your individual discipline and experience. This means that there are few hard and fast “rules” about the content that must be included on your CV. Adapt your experience to fit the accepted style of your discipline as well as your eventual academic goals.

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Curriculum Vitae Sections

- Name and Address
 - If you plan on returning home or visiting another city on summer break, include both a current address and a permanent address.
- Education
 - List your GPA if it is above a 3.5. You can include your cumulative and your major GPA.
 - Describe any study abroad experiences in a separate entry for each institution.
- Fellowships, Scholarships and Awards
 - Include a brief description of each fellowship, scholarship, and award.
- Relevant Courses
 - List full titles.
- Undergraduate Thesis
 - You can include an abstract of your thesis here or in a separate section below.
- Your Area of Specialization
 - These can be framed either in terms of research, teaching expertise, or both.
 - For research, use headings like: Research Interests or Principal Research.
 - For teaching, use headings like: Prepared to Teach or Teaching Interests.
 - For both teaching and research, use headings like: Areas of Specialization or Areas of Competence/Expertise
- Teaching Experience
 - As an undergrad, you can include tutoring and teaching assistantships in this section.
- Research Experience
 - Include independent research projects as well as major projects from specific classes.
- Publications and Presentations
 - Include Beloit specific opportunities, such as Symposium Day, International Symposium Day, and others.
- Related Professional Experience
 - You do not need to list all of your supporting employment. Instead, list experiences that demonstrate higher levels of responsibility and work, such as paraprofessional positions.
- Related Co-Curricular Experience
 - List activities that have either a connection to your studies or demonstrate higher levels of leadership, organization, responsibility, and collaboration, such as officer-level duties in a club or service work in the community.
- Languages
 - List all languages outside of your native language, with levels of fluency.
- Other
 - Include discipline specific competencies, such as specific software or equipment skills.
- Undergraduate Thesis Abstract (if not listed above)
- References
 - List the name, address, phone, and email of at least 3 academic references.