



Introduction

The CV Guide is intended to be used as a supplement to the Student Employment and Career Centre's **Resumé Guide**. Information related to formatting and grammatical structure of the resumé is also applicable to the CV.

Keep in mind that many colleges and universities require their faculty to follow a standardized CV format. In such cases, it is strongly recommended that you adhere to their guidelines.

Differences between the Resumé and the CV

- In Canada, the term curriculum vitae (CV) is used to reference a specific type of resumé used for medical, academic, teaching, research, and some performing and studio art positions. Although it is not uncommon to hear the terms resumé and CV used interchangeably, there is a distinction. Please bear in mind that if an employer requests a CV (and you are not applying within one of the categories listed above), it is likely that a resumé is required.
- As most candidates using the CV format will have an educational background directly related to the positions they are seeking, the education section is always featured first, directly under your contact information.
- Unlike the resumé, the CV can consist of several pages. However, it should be very neatly organized, with clear headings and distinct conceptual divisions so that information can be easily extracted.

Possible Sections to Include in Your CV

Depending on your experience, there are a variety of section headings that may be applicable. The following can be used as section headings or sub headings within a section heading:

1. Education

- Academic Credentials
- Sabbaticals & Leaves
- Theses and Dissertations (completed or in progress)
- Other Credentials

2. Research Interests

3. Teaching Experience/Academic Work History/ Teaching Dossier

- Appointments and promotions
- Examples of scholarly work
- Contributions to Graduate Teaching

4. Theses Supervised – Students supervised

- Ph.D (completed)
- M.Sc. (completed thesis or project)
- Ph.D. Candidate (dissertation in progress)
- M.Sc. Candidate (thesis or project in progress)

5. Professional Practice/Professional Experience

- Program Evaluation
- Development of curricula, textbooks, teachers' guides, and related materials
- Manuscript review/journal review: list the journal(s) and manuscript(s)
- Reviewing of research proposals for funding agencies
- Editorship of a journal or member of an active editorial board

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6. Consulting Work Undertaken

7. Departmental and College Committees/ University Committees & Boards

- Associate Memberships

8. Professional and Association Offices and Committees Activity Outside University

- Professional Affiliations

9. Public & Community Contributions (University and Non-University Related)

10. Research and Project Grant Information

- Current funding projects

11. Patents Granted & Pending

12. Artistic Exhibitions or Performances

13. Projects Underway

14. Honours/Awards

- Academic Awards
- Medals
- Fellowships
- Prizes

15. Languages

If you are multi-lingual, indicate the languages in which you are fluent. You may also qualify the level of fluency (i.e. Fluent oral Italian speaker, with fair reading and writing skills).

16. Publications (use the style that is associated with your discipline)

- Expository and Review Articles
- Books written, edited or reviewed
- Chapters in books
- Pamphlets
- Research reports
- Papers in Refereed Journals/Periodicals (published & accepted)
- Papers in Non-Refereed Journals/Periodicals (published & accepted)
- Technical Reports Relevant to Academic Field (invited to write to resolve issue of concern – analysis & presentation)
- Proposals pending
- Manuscripts in review

17. Posters/Presentations/Conferences/Seminars

- Invited Lectures
- Invited Conference Presentations
- Invited Papers in Published Conference Proceedings and Abstracts (presenting)
- Contributed Papers in Published Conference Proceedings and Abstracts (call for papers, then accepted for publication)
- Contributed Refereed Papers in Published Conference Proceedings

18. Supplementary Items/Worthy Items/ Additional Items

- Any other items that are worthy of listing

Additional Resources

Looking for some feedback? Join us for a QuickTalk!

Upon completion of your CV, you are encouraged to attend a QuickTalk session. Meet with a friendly SECC staff member to discuss your CV strategy and presentation. These are one hour drop-in sessions held at various times throughout the week in an informal setting. Visit the SECC website to find a time that is convenient for you.

OPTIMALRESUME.COM

THE OPTIMAL FIRST IMPRESSION

Online Resumé Builder

Optimal 2.0 is a career management platform brought to you by OptimalResume.com in partnership with the Student Employment and Career Centre (SECC). Use OptimalResume.com to design an unlimited number of high-impact CV in several formats including Word-compatible and PDF based on your major and career goals. To access this helpful feature, please visit www.usask.ca/secc, click on “Resumé Builder” and sign up for an account to get started!

LinkedIn

Have you considered creating a LinkedIn profile to assist you in your job search? LinkedIn allows you to upload your resumé and connect with professionals locally and around the world. The SECC highly recommends LinkedIn profiles for connecting with and researching employers. For several strategies on making the most of your LinkedIn profile, check out a resource in LinkedIn’s Learning Centre called **How to Build a Professional Student LinkedIn Profile** found at <http://careerservices.linkedin.com/Build-A-Professional-Profile.pdf>.

References

The following information has been used in the production of this guide:

Guidelines for the Preparation of a Standardized CV at the University of Saskatchewan. Office of the Provost and Vice-President Academic. Revised May 2008. http://www.usask.ca/vpacademic/pdf/Guidelines_Standardized_CV.pdf

Sample CV

Your Name

1234 Your Street
City, PV POS COD
(306) 555-5555
abc123@mail.usask.ca

ACADEMIC CREDENTIALS

Title of Doctorate, College, Program Year Completed
Institution, City, Province

- Title of dissertation or project work/focus of research

Title of Master's degree, College, Program Year Completed
Institution, City, Province

- Title of dissertation or project work/focus of research

Title of Bachelor's degree, College, Program Year Completed
Institution, City, Province

- Title of dissertation or project work/focus of research

RESEARCH INTERESTS

- Info
- Info
- Info

... list as many entries as relevant

TEACHING EXPERIENCE

Position Title, Class Name Date – Date
Department/College, Institution, City, PV

Position Title, Class Name Date – Date
Department/College, Institution, City, PV

Position Title, Class Name Date – Date
Department/College, Institution, City, PV

... list as many entries as relevant

HONOURS, AWARDS & GRANTS

Name of Award, Granting body/institution Date

Name of Award, Granting body/institution Date

Name of Award, Granting body/institution Date

... list as many entries as relevant

ACADEMIC COMMITTEES/BOARDS

Your Title, Department, Institution Date – Date

Your Title, Department, Institution Date – Date

Your Title, Department, Institution Date – Date

Your Title, Department, Institution Date – Date

... list as many entries as relevant

CONFERENCE PRESENTATIONS & INVITED LECTURES

“Title of Presentation,” Name of conference or speaking engagement Date
“Title of Presentation,” Name of conference or speaking engagement Date
“Title of Presentation,” Name of conference or speaking engagement Date
... list as many entries as relevant

PUBLICATIONS

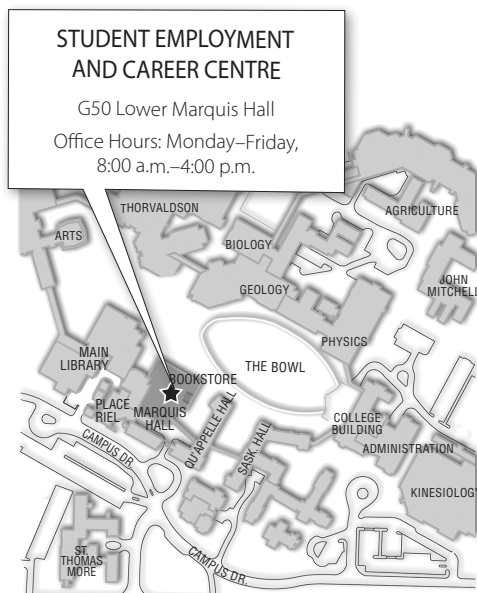
- Format each entry in the reference style particular to your area of study
- List in reverse chronological order

REFERENCES

Name
Title
Relationship to you (if different from title)
Company Name
Address
Telephone number indicating (H), (B), (C)
Email address

Name
Title
Relationship to you (if different from title)
Company Name
Address
Telephone number indicating (H), (B), (C)
Email address

Name
Title
Relationship to you (if different from title)
Company Name
Address
Telephone number indicating (H), (B), (C)
Email address



Student Employment and Career Centre

University of Saskatchewan
Lower Marquis Hall
97 Campus Drive
Saskatoon, SK S7N 4L3
Canada

Tel: (306) 966-5003
Fax: (306) 966-5092
Email: secc@usask.ca

www.usask.ca/secc