

What is a Curriculum Vitae?

A curriculum vitae (CV or vitae for short) is an outline of one's education and work. It is generally used for acquiring a faculty, research, or leadership position at an academic or scientific organization.

What is the difference between a resume and a CV?

A resume is a marketing piece that presents only information that is relevant to a job seeker's future. A vita is a more complete and detailed document about an applicant's past. A resume almost always starts with a job objective statement. Most vitas do not contain job objective statements. The length of a CV may vary. A CV for a recent Ph.D. graduate would normally be two to three pages long. For someone with extensive professional experience, it could run as long as seven or eight pages. Because the vita usually addresses a conservative reader, many assume that it needs to follow a rigid outline. That isn't necessarily true. You can use creativity to present your strengths while respecting the expectations of the academic, scientific, or institutional employer. If you decide to create a CV, here are some suggested headings you may want to include. If a category isn't important, disregard it or combine it with another heading.

Education: Your work experience is usually listed in reverse chronology, with descriptive statements and achievements under each heading. If you incorporate a functional resume format into this section, be careful not to stray too far from the traditional look of a chronological CV.

Publications: Articles, pamphlets, monographs, books, chapters in books, and research papers that you have authored or co-authored belong in this category.

Presentations and Workshops: State the titles of papers you presented, names of conferences, locations, and dates. If it adds to your qualifications, elaborate on the roles you played.

Committees and Appointments: List your titles, names of committees, locations, dates, and, if appropriate, what results were achieved.

Professional Affiliations: Associations that you belong to should be listed either alphabetically or in order of relevance to your profession. If you hold an office, that should be noted. Other headings that might appear on your CV include: **Exhibitions, Awards and Honors, Research, Grants, Symposia, Lectures, Teaching, and Licenses.**