

## Curriculum Vitae (CV)

### What is a CV?

A listing of your

- educational and academic background
- teaching and research experience
- publications, awards, presentations, honors
- jobs held outside of academia
- additional details (languages spoken, special skills, etc.)  
with the dates of each event listed

CVs are used when applying for academic, scientific, or research positions.

### Typical categories of/headers for information

1. Education
2. Honors and Awards
3. Undergraduate Research Involvement and Experience, including publications and presentations
4. Leadership
5. Campus and community involvement – service and volunteer work
6. International experience and study, including language proficiencies
7. Internships
8. Formal employment (work for pay, including outside of a classroom/lab setting)

- Order the with the most relevant to the position that you are applying for first (education does go first)
- List items within each category chronologically, the most recent appearing first.  
Include Month and Year of start and ending date.
- Make the format clear, easy to read, systematically and cohesively organized
- There is no length limit for a CV (but do not pad!)

### Links to more information:

From University of Chicago:

<https://ccrf.uchicago.edu/national-fellowships/building-curriculum-vitae-cv>

<https://careeradvancement.uchicago.edu/files/docs/cv-guide-rw-2015.pdf>

[https://grad.uchicago.edu/wp-content/uploads/2018/03/CV-Guide\\_0.pdf](https://grad.uchicago.edu/wp-content/uploads/2018/03/CV-Guide_0.pdf)

<https://grad.uchicago.edu/wp-content/uploads/2018/03/Academic-Job-Market-CVs-and-Cover-Letters-2017.pdf>

<https://grad.uchicago.edu/wp-content/uploads/2018/07/General-CV-Presentation.pdf>

From UCSF:

<https://career.ucsf.edu/sites/g/files/tkssra2771/f/wysiwyg/ResearcherAcademicCVTips.pdf>

<https://career.ucsf.edu/sites/g/files/tkssra2771/f/wysiwyg/ResearcherMicrosoftWordTips.pdf>

From Columbia:

<https://www.careereducation.columbia.edu/resources/creating-undergraduate-cv>

### Links to examples:

<https://www.usf.edu/ons/documents/undergraduatecvandresumesamples.pdf>

<https://grad.illinois.edu/sites/default/files/pdfs/cvsamples.pdf>

<https://www.careereducation.columbia.edu/sites/default/files/Sample%20Undergraduate%20Science%20CV.pdf>

<https://www.american.edu/careercenter/upload/curriculum-vitae-samples.pdf>

<https://careers.ucsc.edu/student/resources/handouts/curriculum-vitae-undergrad-guide.pdf>

<https://www.chronicle.com/article/the-cv-doctor-is-back-49086/>

<https://www.thebalancecareers.com/academic-curriculum-vitae-example-2060817>