



**CAREER  
CENTER**

# Curriculum Vita



## RESUME OR CURRICULUM VITAE

*Résumé* – A document that presents a brief overview of the candidate. Typically it is one to two pages in length. General categories include: Profile, Education, Experience. A *résumé* document is appropriate for any candidate, including candidates seeking entry-level positions.

*Curriculum Vitae* - A document that presents a detailed outline of the candidate. It is several pages in length. Specific categories might include: Education, Experience, Certifications, Awards, Special Skills, Research, Publications, Presentations, Professional Activities, Community Involvement. A curriculum vitae document is appropriate for candidates with extensive education and experience, especially candidates seeking scientific, academic, or research-based positions.



## EUROPEAN AND INTERNATIONAL NOTES

*Curriculum Vitae* is a Latin term with means “the course of my life.”

*Curriculum Vitae* is the name used in European and Asian countries to describe a *résumé*. England, Canada, and Australia also oftentimes use the term *curriculum vitae* when referring to a standard *résumé*.

In such international settings, a CV is a short document, no more than two pages, containing only a summary of the job seeker's employment history, qualifications, education, and some personal information. Some parts of Asia require applicants' photos, date of birth, and most recent salary information.



While international CVs use many of the same rules as American *résumés*, international CVs are likely to include details that are typically inappropriate on American *résumés*. On international CVs, date of birth and family information might be included. International CVs typically avoid promotional language and tend more towards describing experiences and activities using more factual and objective language. While US *résumés* should also be concise and non-narrative, there is more leeway for promotional language, subjective statements, and personality traits.

## US CURRICULUM VITAE

In the United States, there is a difference between a *résumé* and a curriculum vitae. In the US, a CV is a comprehensive document used in academic circles (scientific, medical, research) that elaborates on education, publications, presentations, and other achievements. A CV contains greater detail than a *résumé*. The rules for writing, content, and formatting are the same for a *résumé* and a curriculum vitae.



CVs and *résumés* both have similar purposes. Both are marketing documents that provide key information about your skills, experiences, education, and personal qualities that show you as the ideal candidate. Where a *résumé* and a curriculum vitae differ is their use and length. A CV tends to be used more for scientific and teaching positions than a *résumé*. Thus, CVs tend to provide great detail about academic and research experiences. Where *résumés* tend toward brevity, CVs lean toward completeness.

This sample will give you some ideas about the possible items you can include in your curriculum vitae. Your CV and its specific content should be tailored to your particular profession and reflect the priorities of your industry.

# YOUR NAME

Mailing Address

Telephone Number and E-Mail Address

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## SUMMARY

- Professional Focus, Career Objective,
- Areas of Expertise and Specialties, License, Certification
- Brief Summary of Qualifications, Knowledge, and Credentials
- Overview or Highlights of Experience
- Title of Doctoral Dissertation, General Information About Research
- Number of Presentations, Number of Publications
- General Statements and Remarks about Skills and Capabilities
- List of Personal Traits and Attributes

## EDUCATION

### NAME OF INSTITUTION - Location/Dates

- Degree, Certification, Diploma, Major, Minor
- Coursework, Subject Matter, Internships
- Scholarships, Honors, Awards, Achievements, Extracurricular Activities, Clubs

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## EXPERIENCE

### NAME OF COMPANY - Location/Dates

- Job Title
- Description of Duties, Tasks, Responsibilities, Training
- Highlights of Experience, Specific Skills, Achievements, Special Projects

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## MEMBERSHIPS

- Name of Professional Association / Dates
- Name of Professional Association / Dates
- Name of Professional Association / Dates
- Name of Professional Association / Dates

## RESEARCH

### TITLE OF PROJECT - Location/Dates

- Brief Description of Project
- Highlights of Research Methodology, Results

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- Brief Description of Project
- Highlights of Research Methodology, Results

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- Brief Description of Project
- Highlights of Research Methodology, Results

## PUBLICATIONS

### TITLE OF ARTICLE - Location/Dates

- Brief Description of Article
- Name of Journal in Which Article was Published

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- Brief Description of Article
- Name of Journal in Which Article was Published

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- Brief Description of Article
- Name of Journal in Which Article was Published

**PRESENTATIONS****TITLE OF PRESENTATION - Location/Dates**

- Brief Description of Presentation
- Name of Conference Where Presentation was Conducted or Name of Group for Which Presentation was Conducted

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- Name of Conference Where Presentation was Conducted or Name of Group for Which Presentation was Conducted

**COMMUNITY****NAME OF ORGANIZATION - Location/Dates**

- Title, Official Capacity
- Involvement, Participation
- Description of Duties, Specific Skills, Special Projects

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- Title, Official Capacity
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**NAME OF ORGANIZATION - Location/Dates**

- Title, Official Capacity
- Involvement, Participation
- Description of Duties, Specific Skills, Special Projects

**AWARDS**

- Name of Award / Dates
- Name of Award / Dates
- Name of Award / Dates
- Name of Award / Dates

