

Curriculum Vitae Writing Guide

The **curriculum vitae (CV)**, or *vita*, is a detailed summary of your educational background, teaching, and research experience. Below are key considerations and formatting guidelines for crafting a CV, along with suggested sections for inclusion.

Key Considerations for Writing a CV:

- **Purpose:** A CV highlights your accomplishments, making it easier for others to understand your qualifications. Aim for clarity and ease of reading.
- **Institution Focus:** For certain institutions, like community colleges, a **teaching-focused resume** may be more appropriate than a CV.
- **Tailoring:** Research the institution's size and demographics (e.g., through Carnegie Classifications) to adapt your CV to the specific job you are applying for.

Formatting Guidelines:

- **Font:** Use professional fonts between 10-12 points.
- **Clarity:** Ensure consistent formatting for readability.
- **Quantify:** Where possible, provide specific details and quantify experiences.
- **Length:** There are no strict length restrictions.
- **Proofreading:** Double-check for spelling and grammar errors.

CV Sections:

1. Contact Information (Mandatory)

- Include your **name, address, phone number, and email** at the top of the CV.
- Optionally, you may include a link to your **professional website and/or LinkedIn**.
- Do **not** include personal information such as age, gender, race, or marital status.

2. Education (Mandatory)

- List your degrees in **reverse chronological order**, including the institution, degree, location, and graduation dates (or anticipated date).
- If applicable, include your **dissertation title** and the names of your adviser and/or committee members.

3. Teaching Experience (Mandatory)

- Detail all **full-time, part-time, and adjunct teaching positions**. Include your job titles, dates, and courses taught.

- Briefly describe responsibilities such as course design, material preparation, instruction, and grading. Highlight any mentoring experience, which can also be listed in a separate section.

4. Research Experience (Mandatory)

- Include **graduate, postdoctoral, and relevant undergraduate research**, as well as internships.
- Provide a brief description of the **research project**, objectives, and outcomes. Mention the affiliated **lab** or **professor**.

5. Honors, Awards, Fellowships, and Grants (Mandatory)

- List **academic distinctions** you've earned since graduate school, such as teaching awards, fellowships, or grants.
- Provide context for lesser-known awards (e.g., "Awarded to the top graduate in a department of 50 students").

6. Publications (Mandatory)

- Include **bibliographic citations** for published works, such as scholarly articles, research reports, and book reviews.
- Separate publications into subcategories like "Refereed Journals" or "Books" as your list grows. List accepted papers as "forthcoming."
- Use the appropriate **citation style** for your discipline.

7. Presentations (Mandatory)

- List any **papers or talks** you have delivered or will deliver at conferences or meetings. Include the title, date, and location of each event.
- Adhere to the **documentation style** of your field.

8. Professional Affiliations (Mandatory)

- List the **professional organizations** in which you are a member.

9. Service (Mandatory)

- Mention any involvement in **campus committees, scholarly organizations, or event planning**.
- Use appropriate headings such as "Professional Service," "University Service," or "Scholarly Service."

10. References (Mandatory)

- List **3-5 references** with their names, titles, and contact information.

Optional Sections:

1. Research Interests

- Include this section if it adds value. Ensure your interests are specific but broad enough to accommodate future shifts in focus.

2. Relevant Courses

- Useful for fellowship applications, as it demonstrates expertise in specific areas. Rarely needed for faculty positions.

3. Computer/Technical/Laboratory Skills

- Particularly valuable for research or postdoc positions, highlight **specific skills** (e.g., coding languages, lab techniques).

4. Language Skills

- Include proficiency levels (e.g., **Fluent in Spanish, Basic reading in French**). Mention international experiences if relevant to your field.

5. Fieldwork

- Especially important for disciplines like anthropology, describe the **location, dates, and nature** of your fieldwork. Mention funding sources if applicable.

6. Performances

- If you're in the **performing arts**, list all relevant performance experiences. Consider separating into subsections like "Orchestra Experience" or "Solo Performances." Include community and professional experiences as well.

By organizing your CV with these sections and following these guidelines, you can create a comprehensive document that effectively highlights your qualifications for academic or professional opportunities.