

WRITING AN EFFECTIVE CURRICULUM VITAE (CV)

WHAT IS A CV?

- A Curriculum Vitae, or CV, may be expected by employers (especially within academic, medical, scientific, research, or teaching environments) and also may be necessary when applying for graduate programs or fellowship opportunities.
- A CV is a comprehensive biography of your educational and academic background as well as teaching and research experience, publications, presentations, awards, honors, and affiliations.
- A CV tends to be longer than a resume (two or more pages) and is a more detailed and complete synopsis of your overall background and skills.
- Be careful if you search the internet for information or sample CV's. Outside the United States, the terms "curriculum vitae" or "CV" designate something more like a "resume" rather than the American use of the term, which is specifically a special format of the resume for teaching, scientific, or graduate school candidates.

HOW TO GET STARTED

- Start by making a complete list of all your background information and experience; then organize the information into categories. Content sections may include: Summary or Profile, Education, Related Coursework, Internships, Research Experience, Teaching Experience, Honors and Awards, Professional Memberships, Conference and Trainings, Leadership/Academic Service, Computer Skills, Language Skills, Future research interests, Presentations, and Publications. Follow appropriate citation rules for the latter.
- If you already have a resume, start by trying to elaborate and give more details about your work and related experience.
- Similar to a resume, you may need different versions of your CV in order to be relevant to different work positions or schools to which you are applying. Make sure you are concise, relevant, consistent, and most of all complete.
- Various academic disciplines may have different preferences for content, length, and formatting so it is important to seek feedback from contacts within your field of study.

FORMAT & STYLE

- Make sure your contact information is at the top of your CV. Put your name and page number on every page.
- Be consistent. Do not mix styles or fonts.
- Font size should be no larger than 12 and no smaller than 10.
- List work experience in reverse chronological order and include relevant position details and dates.
- There is no page limit for CVs, as their intention is to be a complete professional and academic overview.
- Highlight results and accomplishments – not just tasks
- Check your CV carefully for mistakes and typographical errors. The CV must be error free.

ADDITIONAL RESOURCES

- Goucher College library – library.goucher.edu
- For a sample, go to the CEO website For Self Knowledge and Personal Branding > Resumes

**For other tips & questions contact the CEO at 410-337-6191 or
visit the CEO Website at www.goucher.edu/CEO**