

Curriculum vitae and résumés serve similar purposes. They are marketing documents that provide key information about your skills, experiences, education, and personal qualities that show you as an ideal candidate. The differences between a résumé and curriculum vitae are primarily in the focus, format, and length of the document.

A curriculum vitae, or a CV, is usually used for positions in higher education, research, or other educational fields. As a result, CVs provide great detail about academic and research experiences. Where résumés tend toward brevity, CVs lean toward completeness.

There is no required format for a CV. It is best to discuss with a mentor or trusted member of the professional network any special formatting your field requires. You may find it helpful to talk to your College Career Consultant or a consultant in Career Services, 360 Student Union.

### **Typical Categories in a CV:**

- Personal Information including name, address, phone number, and e-mail address
- Academic Background including degrees, graduate work, thesis/dissertations, titles and honors
- Academic/Research Interests
- Professional Licensure/Certifications and/or Academic/Teaching Experience
- Technical Related/Other Experience
- Professional/Academic Honors and Awards
- Professional Development including conferences and workshops attended and presented
- Research and Scholarly Activities including journal articles, conference proceedings, books, chapters in books, papers presented, work currently under submission, work in progress, grants
- Service including academic, professional and community
- Affiliations and Memberships
- Foreign Language Abilities and Skills
- Consulting Experience
- Volunteer Work