

see page 3

curriculum VITAE

WHAT IS A CURRICULUM VITAE? Futura • small caps • 18pt

A curriculum vitae, vita, or CV, is an overview of your academic experience and accomplishments. Loosely translated from Latin, *curriculum vitae* means “the course of one’s life.”¹

Helvetica Neue Light • 11pt

CVs are used to apply for academic jobs, awards, fellowships, scholarships, and grants.

THE GOAL(S) bottom border • 2¼ point • color: hex #666666 or “steel”

Your CV should present a complete picture of your academic history, your achievements, and your disciplinary identity as a scholar, teacher, and citizen of your academic institution.

In the context of an academic job search, a CV should:

- show how your **education** meets or exceeds minimum requirements
- show how your **teaching experience** and **professional experience** qualifies you for the position
- show how your **skills** and **disciplinary specialization(s)** match the job description
- show how your **scholarship** and **research** meets/will meet the demands of the institution

“bold” is Helvetica Neue Medium • 11pt

WHAT’S THE DIFFERENCE?

Helvetica Neue Medium • 11pt
character spacing > scale: 90%

Resume Futura • 16pt • color: steel

Curriculum Vitae

length:	1-2 pages	row borders • ½pt • color: steel as long as it needs to be
scope:	broad scope/selected summary	discipline specific/complete summary
audience:	general audience, employers	fellow academics, scholars
purpose:	to get an interview	to articulate an academic identity
content:	summary of skills, experiences, and attributes (to prove possession of qualifications in a job ad)	comprehensive background of discipline-specific skills, achievements, awards, and experiences
format:	variety; bullet points and explanations	standard; no bullet points or explanations

row height • 0.42" • exactly
Helvetica Neue Light • 10pt

row height • 0.22" • exactly
Helvetica Neue Light • 11pt

CV CONTENT SECTIONS & HEADINGS

Required/Traditional

contact information, education, professional experience/employment, scholarship (publications & presentations), teaching, service, awards & honors

Optional/As Needed

professional affiliations & memberships, extracurricular activity & service (related to discipline), additional qualifications or skills, language fluencies

¹ “Curriculum, N.” *OED Online. Oxford English Dictionary*. Web. 22 Oct. 2014. Helvetica • 8pt

² Van Tilburg, Wijnand A. P., and Eric R. Igou. “The Impact of Middle Names: Middle Name Initials Enhance Evaluations of Intellectual Performance: Middle Initials and Evaluations of Performance.” *European Journal of Social Psychology* 44.4 (2014): 400–411.

REQUIRED/TRADITIONAL CV SECTIONS

Contact Information



email

Name (no title) **Helvetica Neue Light • 10pt**
Permanent mailing address
Permanent email address
Phone number

Book Antiqua • 12pt • italic
The inclusion of a middle initial positively affects perception of a person's intellectual capacity and performance, evaluation of their writing skills, and their status in intellectual domains. **fill color > mercury**

Book Antiqua • 8pt Tilburg, Wijnand, and Igou (2014)²

Education



school

List in reverse chronological order
As far back as undergraduate school
Degree | Institution | Year Graduated | Thesis/Dissertation/Project Title
Include certifications & licenses

Professional Experience & Employment



settings

List in reverse chronological order
Include GTA, and GRA positions, also note "instructor of record" if applicable
Anything for which you were paid; did regularly; relevant to academics
No descriptions

Scholarship (Publications & Presentations)



create

List in reverse chronological order
Publications: full citation in MLA or APA, indicate refereeing/review process
Name | "Title" | *Publication* | Publication Information | Location | Date | Descriptor
May list works forthcoming, under review, in progress; clearly indicate status; different publication statuses could be subheadings **Helvetica Neue Light • 9pt**
Scholarly Presentations: full citation in MLA or APA
Name | "Paper Title" | Conference Title | Location | Date | Descriptor
If the organization isn't part of the conference title, or if the title includes an acronym, include organization's full name after the conference title

Teaching



local library

List courses taught (no semesters, years, or sections)
List in ascending or descending order by course level
Must list course title; may list course number
Course numbers may vary from institution to institution
Include teaching workshops, brown bags, etc.

Service, Professionalism, & Professional Activities



share

List in reverse chronological order
Leadership positions/memberships in organizations, clubs, committees, etc.
Include anything/everything where you served as an active participant
Role | Organization Name | University/Institution | Years

Honors & Awards



star border

List in reverse chronological order
Honor or Award Title | Granting Organization | University | Date Received
Include scholarships, teaching, creative, and scholarship awards

Need more information? Have questions? Contact Julia Mason at julia.mason@fau.edu.

Helvetica Neue Medium • 9.5pt

[C]

- Futura 133pt
- color magnesium
- character spacing: scale 80%, spacing condensed 6pt

[V]

- Futura 128pt
- color magnesium
- character spacing: scale 80%, spacing condensed 6pt, position raised 6pt

curriculum
VITAE

[curriculum]

- Futura 28pt
- text shadow: color black, transparency 30%, size 100%, blur 4pt, angle 45°, distance 3pt

[vitae]

- Futura Bold 42pt
- character spacing: expanded, 6pt
- text shadow: color black, transparency 30%, size 100%, blur 4pt, angle 45°, distance 3pt