



WHAT IS A CURRICULUM VITAE?

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

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

THE GOAL(S)

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

WHAT'S THE DIFFERENCE?

	Resume	Curriculum Vitae
length:	1-2 pages	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

CV CONTENT SECTIONS & HEADINGS

Required/Traditional	Optional/As Needed
contact information, education, professional experience/employment, scholarship (publications & presentations), teaching, service, awards & honors	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.

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



Name (no title)
Permanent mailing address
Permanent email address
Phone number

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.

Tilburg, Wijnand, and Igou (2014)²

Education



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



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)



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
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



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



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



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.