Curriculum Vitae Tipsand Samples

THE BASICS

The curriculum vitae, also known as a CV or vita, is a comprehensive statement of your educational background, teaching, and research experience. It is the standard representation of credentials within academia.

The full CV is only used when applying for academic positions in four-year institutions.

Do not use a CV when applying to community colleges use a teacher-focused résumé instead.

Tailor your CV to the specific positions to which you are applying and place more relevant sections earlier in the document.

For a position at a teaching-focused liberal arts college, the CV will strongly emphasize teaching.

For a position at a research-intensive university, the CV will accentuate research.

Format can vary by field, so also seek disciplinary-specific advice from advisers, professors, and others within your field.

There are no length restrictions for CVs.

FORMATTING

YokStrategically place the most important information near the top and/or left side of the page.

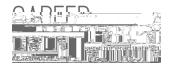
In general, place the name of the position, title, award, or institution on the left side of the page and associated dates on the right.

Use a footer with page numbers and your last name, in case pages get separated.

DESCRIBE YOUR EXPERIENCES

Articulate what you have done and take advantage of the opportunity to describe your research and teaching experiences do more than simply list them.

description. Instead, use bullets to describe your activities, accomplishments, and successes.



SECTIONS TO INCLUDE

The Basic Sections

Heading: Name, email address, mailing address (only one), and phone number

Education: List academic degrees, with in progress or most recently earned first.

Name of institution, city and state, degree type and major, month and year degree was (will be) awarded

Thesistitle and advisor, if applicable

Relevant Experience: List positions that show off your skills and expertise. You can group experiences into relevant categories to enhance your CV (e.g. Research, Teaching, and Administration). For each position, include:

Title, organization name, city and state, dates position was held.

Bullet points that summarize your activities/duties, accomplishments, and successes. Use action verbs.

Publications: Give bibliographic citations for articles, pamphlets, chapters in books, research reports, or any other publications that you have authored or co-authored. Use the format appropriate to your particular academic discipline for a clean look.

Presentations (Oral and Poster): Give titles of professional presentations, name of conference or event, dates and location, and, if appropriate in your discipline, also include a brief description. Use the format appropriate to your particular academic discipline for a consistent and clean look.

Honors and Awards

RESEARCH EXPERIENCE

Doctoral Researcher

Department of English, University of Illinois at Urbana-Champaign

Conducted primary source research at numerous archives, examining publication history through multiple sources.

Examined the literature of William Faulkner, Thomas Wolfe, and Tennessee Williams, exploring their publication records, construction of literary identity, and relationship with modernism.

Research Assistant

20xx

20xx-20xx

Department of English, University of Illinois at Urbana-Champaign

Assistant to Professor Robert Warren, conducting primary and secondary source research.

2UJDQL]HG IRU WKH 31HZ 'LUHFWLRQV LQ WKH 6WXG\ RI 6RXWKHUQ / & RQIHUHQFH \acute

PUBLICATIONS

Associate Editor of North Carolina Slave Narratives. John Jacob Franz, general editor. Forthcoming from University of Illinois Press, 20xx.

- Johnson, JM, Lolie, T., and Green, R. ³/RVW RQ WKH) DUP 3RSXODU %HOLHIV 6RPHEF Issue, Reflections on the Americas. Vol. 6. Accepted and forthcoming.
- Green, R. ³) XJLWLYHV \$JUDULDQV´LQ \$ & Ben Role Rc an Role Rr 20 K LHWK Press., 20xx.
- Davis, D.A. and Green, R. ³: LOO 1 + DUEHQ ³ (WKHULGJH . QLJKW ^{DQG 3}-DPHV : L Writers: A Biographical Dictionary. Louisiana State University Press, 20xx.

CONFERENCE PRESENTATIONS

3\$UWLVWLF & ROORTXLDOLVP ', OOLQRLV *UDGXDWH & ROOHJH 6HPLQDU

- 37UDQVLWLRQDO %LEOH %HOW 186 'LYHUJHQFH 6\PSRVLXP 'XNH 8QLYH
- ³7KH OLQLVWU\ RI 5HY 7KRPDV + -RQHV ´ 6RXWK \$WODQWLF ORGHUQ / May 20xx.
- ³6KDFNOHV DQG 6WULSHV 7KH &LQHPDWLF 5HSUHVHQWDWLRQ RI WKH Association. Cambridge, Massachusetts, November 20xx.

³% RG\ 30DFH RI6SULWV LQ WKH6RXWK ´4XHHQ0E8U20x&ROOHJH 8QLYH

HONORS AND AWARDS

Jacob K. Javitz Fellowship, U.S. Department of Education	20xx-present
Graduate College Dissertation Completion Award, University of Illinois	20xx
Campus Teaching Award based on student evaluations, University of Illinois	20xx-20xx
Doctoral Fellowship, Illinois Program for Research in the Humanities,	20xx-20xx
University of Illinois	
Summer Research Grant, Center for Summer Studies, City, ST	20xx
Graduate College Conference Travel Grant, University of Illinois	

PROFESSIONAL SERVICE Managing Editor Southern Literary Journal Process manuscripts submitted for publication Oversee production and publication procedures. Maintain editorial correspondence with prospective contributors. Conduct business transactions including publicity, subscriptions and advertising.	20xx-present
Poetry Staff University Quarterly Review and solicit poems for possible publication.	20xx-present
Editorial Assistant Southern Literary Journal 'HVLJQHG DQG PDLQWDLQHG MRXUQDO¶V LQWH Edited copy for publication on a monthly basis.	20xx-20xx UQHW SUHVHQFH
UNIVERSITY SERVICE Graduate Mentor The Career Center, University of Illinois Counsel minority undergraduates on graduate programs, application procedures	20xx-20xx and funding.
Career Advisory Committee Graduate College, University of Illinois Served on university committee to evaluate and propose career services for grad Collaborated with faculty and students to prepare final report for submission to the College Dean.	
University Library Advisory Committee Undergraduate Library, University of Illinois Adver S.3-5(e(f)4.00/TT2 9.96 6Mj EMC 06(vw)-8.996(i)3TT1 9.6 Tf 9.96w(a)-4.	20xx-20xx .006(te Li)-8.002(.002(i)-a3r.rg2(in)85

JUAN GARCIA

(217) 123 -‡ MJDUFLD#LOOLQRLV HGX

EDUCATION

Doctor of Philosophy in Civil and Environmental Engineering University of Illinois at Urbana-Champaign

Expected Fall 20XX

Advisor: Professor Ted S. Visor

Bachelor of Science in Civil Engineering

May 20XX E]}vo ^v:µvU ^v:µvU ŒPvŸv ~hE^:• hv]À Œ•]

RESEARCH INTERESTS

Investigations to improve seismic force-resisting systems through simulations and various visualization techniques.

RESEARCH EXPERIENCE

Graduate Research Assistant Department of Civil Engineering, University of Illinois Design and execute small-scale testing to validate control algorithms derived to simulate seismic force-resistance. Contribute to multi-

TEACHING AND MENTORING EXPERIENCE CONTINUED

Graduate Mentor, Illinois Summer Research Opportunities Program The Graduate College, University of Illinois Mentored two undergraduate students in data collection and analysis to visualize the properties of various geotechnical materials. Guided the students in preparation and presentation of research findings.	Summer 20XX, 20XX
HONORS AND AWARDS	
Fulbright Scholarship to pursue a PhD 20 scholarships awarded in Argentina that year	20XX
Flag Honor Guard Member Qualified by graduating with honors and ranking 4 th among engineering majors at UN	20XX SJ
GRANTS	
*UDQWLQJ \$JHQF\ ´7LWOH RI *UDQWµ	20XX - 20XX

PUBLICATIONS

Garcia, J., other authors. (Year). Title. Journal, Volume (Issue), page numbers. doi:.

Garcia, J., other authors. (in press). Title. Journal, Volume (Issue), page numbers.

Garcia, J., other authors. (Year produced). Title. Manuscript submitted for publication.

Garcia, J., other authors. (Year draft produced). Title. Manuscript in preparation.

CONFERENCE PRESENTATIONS

ORAL PRESENTATIONS

 $Garcia,\,J.,\ other\ authors.\ (Year,\ Month).\ Title\ .\ Minisymposium\ on\ subject,\ Meeting,\ City,\ {\bf S}tate.$

Garcia, J., other authors. (Year, Month). Title . Meeting, City, State.

POSTERPRESENTATIONS

Garcia, J., other authors. (Year, Month). Title. Poster session presented at Meeting, City, State. Garcia, J., other authors. (Year, Month). Title. Paper presented at Meeting, City, State.

PROFESSIONAL EXPERIENCE

Civil Engineer at consulting firm 20XX - 20XX TOSS Ingeniería, La Paz, Peru Engineer in charge of the implementation of seismic validation at La Paz Central