

Curriculum Vitae

Guide



UNIVERSITY OF
BALTIMORE

Career and Internship
Center

What is a CV?

The curriculum vitae, also known as a CV, is a longer synopsis of your academic credentials and achievements. You will use a CV if you are applying for a teaching or research position at a college, university or research institution. You may also use a CV during graduate school to apply for grants, fellowships or teaching positions. International employers often use CVs as well, although their definition of a CV may differ from the definition used in the US and Canada.

What should I include?

Present your qualifications and achievements in a clear, concise, and organized manner. CVs typically begin with academic credentials, drawing attention to your degrees. Below are some potential sections you can have in your CV:

- Name and contact information
- Degrees, institutions, and degree dates
- Courses taught
- Teaching and research experience
- Related experience
- Research, publications, presentations
- Languages
- Memberships, professional affiliations
- Accomplishments, awards, grants, scholarships

How long should my CV be?

Content determines the length of the CV. A student or new industry professional may write a CV that is two to four pages in length. However, a senior professional may produce a CV that is eight to ten pages due to the length of experience. In the early stages of developing a CV, you will likely not have enough experiences to make for a long CV. As such, it will be important for you to continue to update the CV with new details as you gain new experiences (conducting a presentation, attending a conference, adding a course you taught, etc.).

The details can be ironed out when polishing the document for submission; for now, put these items on the document so that they are not forgotten among your other experiences when putting the document together.

How does a CV differ from a resume?

CVs and resumes differ in terms of length, layout, and purpose. Unlike resumes, which tend to be 1-2 pages in length, CVs have no length limit and can go for as many pages as the person's experience covers. In addition, while resumes focus on concise presentation of skills and work experience, CVs detail the entirety of one's academic career in great detail. Finally, while resumes are typically used to apply for jobs, CVs (in the US and Canada) are primarily used for academic purposes (applying for grants, fellowships, etc.).

At the international level, CVs can mean different things and be used for different purposes than in the US and Canada. For example, the term CV is used in Europe as an equivalent to the US term "resume". In other countries, the terms can be interchangeable. Overall, these documents at the international level tend to be of a similar length as the US resume (1-2 pages).

Other Helpful Tips

Are there any other helpful things to know when putting together my CV?

A CV is meant to be read as a narrative wherein the reader is engaged with the breadth of your experiences and properly understands all that you have accomplished and have to offer them. In order to control your narrative and engage them in ways that will facilitate your success, here are some tips:

1

Consider adding a brief (2-5 lines) description of the dissertation, especially if the topic is not particularly clear based on the title.

2

For awards and honors, do not assume their significance is obvious to all readers. Provide enough detail to express the importance of this achievement.

3

Rather than listing course numbers, write out course titles and, if the title does not provide sufficient explanation, add a line describing the course content.

4

When listing publications, provide a full citation. When doing this, use the bibliographic style relevant to your field.

5

You will likely need more than one CV in order to have documents that are tailored to different fields or positions. You will find that different positions may place greater focus on different skills and so your CV must reflect this by highlighting the most relevant skills accordingly.

6

Get feedback on your CV. Once you've created your first draft, have a colleague, faculty member, or advisor look at it for 10-15 seconds. Then ask them what they remember from it and, based on what they say, think about what you consider most important for the reader to take away from your CV and whether or not this information is getting noticed. If it is not, then make changes accordingly so that the CV is telling the story that you want it to tell.

7

Using different font styles and tools (bold, underline, italics) can help to differentiate parts of the CV and can draw the reader's attention to certain keywords and phrases. However, use these with care so that the document is not loaded with so many different font types, sizes, etc. that the reader is unable to focus on the content itself.

8

Since a CV leans toward academically-inclined positions, many professionals will also have a resume that they can use for applications outside of the academic field. This document serves as more of a brief summary by comparison with the CV and will focus more on functional skills demonstrated than on the entire breadth of one's experience.

Sample Curriculum Vitae

Sample Curriculum Vitae #1

For length purposes, this sample was shortened to only highlight a few samples per section.

Jane Doe
1420 N. Charles St.
Baltimore MD, 21201
Jane.doe@gmail.com
XXX-XXX-XXXX

EDUCATION

University of Baltimore Baltimore, MD
Doctor of Public Administration December 2020
Dissertation title: "Evaluating Diversity in a College Writing Center"
Advisor: Dr. Jane Smith

University of Baltimore Baltimore, MD
Master of Public Administration May 2018
Focus: Public Policy/Administration

University of Maryland, Baltimore County (UMBC) Baltimore, MD
Bachelor of Arts in English May 2015

TEACHING AND MENTOR EXPERIENCE

Composition Instructor May 2018-Present
Research Writing Program, University of Baltimore

- Facilitator for seven sections of English composition
- Planned and taught a writing-intensive course based upon current events
- Implemented instructional technology to enhance pedagogical technique
- Collaborated with an innovative, interdisciplinary team-teaching program design

Literature Instructor January 2016-May 2017
Department of English, University of Maryland, Baltimore County

- Instructed two sections of literature, including Major American Authors and Introduction to Poetry per semester
- Integrated multimedia and humanities approaches to teaching literature using film and instructional technology

Teaching Assistant May 2016-August 2017
Department of English, University of Maryland, Baltimore County

- Facilitated a section on film criticism, including film history, theory and technical vocabulary
- Planned lessons and assignments, led discussion sections, graded papers and exams
- Organized and led group discussions on social and academic issues

RESEARCH EXPERIENCE

Doctoral Researcher

May 2018–Present

Department of English, University of Baltimore

- 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

May 2015–May 2017

Department of English, University of Maryland, Baltimore County

- Conducted primary and secondary source research
- Organized for the “New Directions in the Study of Southern Literature: An Interdisciplinary Conference.

HONORS AND AWARDS

- Pi Alpha Alpha Public Administration Honor Society-UB
- Sigma Tau Delta English Honor Society-Member, UMBC
- Omicron Delta Kappa Honor Society—Member, UMBC
- Golden Key International Honor Society—Member, UMBC

PUBLICATIONS

Doe, J. (September 2016). *Writing your Identities*. *The Daily Write*, Volume 7, 23-25. Doi:

CONFERENCE PRESENTATION

Doe, J. (2015, May). *Integrating Diversity into Writing*. Baltimore Writing Symposium, Baltimore, MD.

AFFILIATIONS

- Master of Public Administration Student Association-Member, 2017
- American Society for Public Administration-Member, 2017
- Founder—Black Girls Read, 2015–Present
- Poetry Society of America—Student Member, 2015
- Maryland Writers Association—Charles County Membership, 2014
- Life Journey Writer’s Group—Member, 2014

LANGUAGES

Proficient in Italian and French; Conversational in Spanish and Mandarin Chinese

REFERENCES