

CURRICULUM VITAE (CV) BASICS

Top 4 FAQs

1. When should I provide a CV instead of a résumé?

A Curriculum Vitae, or CV, is a representation of your academic credentials detailing your educational background, research involvement, and other experiences within academia, such as publications. CVs should only be provided when specifically requested while applying to jobs, graduate programs or fellowships that are academic in nature. This can include positions within education and research. In general, industry positions will often prefer a résumé, which shifts focus to additional aspects of your background, including leadership, involvement, and volunteer experience.

2. What types of experiences go on a CV?

The specific categories on your CV will depend upon your background and the experience for which you are applying. However, typically categories include:

- ▶ **Education:** *Institution, degree type, GPA, anticipated graduation date, thesis title, if applicable*
- ▶ **Publications:** *Biographical citations of authored/co-authored works*
- ▶ **Presentations:** *Oral or poster presentations (include title, event name, date, and a short description)*
- ▶ **Honors & Awards:** *Scholarships, fellowships, recognition, etc.*
- ▶ **Research/Teaching Experience:** *Subject, dates, affiliated labs/classrooms, main tasks*

3. How should I format a CV?

Most importantly, your CV should be easy to read. Try out italics, bold, underlining, and other formatting tools to draw attention and add organization to your sections. Use reverse chronological order to place most recent experiences at the top of each section. Place the name of the experience on the left side of the page and the dates on the right side, similar to a résumé, to balance the page. A CV has no page limit and can exceed the one page recommendation made for résumés. As a general rule, if you go on to a second or third page, you should fill the pages so they do not look empty.

4. Can I send the same CV to every position for which I apply?

Similar to a résumé, a CV should be tailored to the specific institution and position to which you are applying. Strive to identify the underlying values and mission of the institution through online research and networking with individuals in the field. Prepared with this knowledge, you can focus your descriptions to best demonstrate your relevant skills and reorganize your CV to place your standout achievements closer to the top of your document.

Additional Sections

Other sections may include (this list is not exhaustive):

- ▶ Professional Associations
- ▶ Community Involvement
- ▶ Achievements
- ▶ Certifications
- ▶ Programs & Workshops
- ▶ Relevant Coursework
- ▶ Thesis Work
- ▶ Proficiencies
- ▶ Conferences Attended
- ▶ Memberships
- ▶ Leadership
- ▶ Licensures

Connect with the Knowlton Center for Career Exploration

 @denisoncareer

 facebook.com/denisoncareer

 @denisoncareer

BURTON MORGAN 205

CAREER@DENISON.EDU

DENISON.EDU/CAREER

(740) 587-6656