Curriculum Vitae

The Vita is a record of all your accomplishments. When you are a new graduate, your CV needs all the help it can get, so list as many of your accomplishments that you have that demonstrate or pertain to your academic reputation. After many years in the profession, you will replace some content with other fresher accomplishments. You will be asked to present a vita for various reasons. Your vita should demonstrate that you are establishing a career trajectory.

- Keep an ongoing CV that acts as a file cabinet of sorts. It should contain your entire history
- Build the various CVs for various reasons from your all-inclusive CV
- Update your ongoing CV often—do not wait until you need to send out a CV
- Submit your specifically designed vita with your audience and purpose as the guiding forces

Resume vs. CV: While resumes and CVs are both written accounts of your academic and professional experiences, a CV is a longer and more involved accounting of your academic and professional involvement. The CV should list various achievements from your educational and academic experiences: work experience, professional contributions, conferences, publications, teaching experiences, committee work, etc. In addition, CVs are used for academic posts while resumes are used for many professional or practicing posts.   In this resource, we will explain the use and construction of the CV. (For a thorough explanation of the resume, visit the Career Center in Walker Hall 226 or go to http://waltoncollege.uark.edu/career/)

When you examine your CV, you should see not only a trajectory but also the logic and explanation behind that trajectory. If you have projects that are not developing (a conference paper that doesn't move into an article or a chapter, for instance), refocus your energy to develop more of your ideas from start to finish. Conference papers are good and you should present, but you must work at developing that idea into something larger.   Also, in your CV, do your content areas transition one to another? Have you planned the work as a showcase for development and a showcase for excellence? If not, drop by the Walton College Writing Center.

Important CV Information:

A. <u>How to use the words "Curriculum Vitae," "Vitae," "Vita," and "CV":</u>
The *Oxford English Dictionary* defines curriculum vitae as the course of one's life. To reference the curriculum vitae in your writing, you may use "curriculum vitae" or "CV" or plain "vita". Note that vita and vitae are spelled a little differently; they are not interchangeable. Vita is a Latin word that means life and Vitae is the genitive form of vita and means of life[1].

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[1] In Latin, nouns decline (the endings change according to the form- nominative, vocative, accusative, genitive, data, ablative), and *vitae* is the genitive (possessive) form of *vita*, thus "*curriculum*", which loosely translates to " the course", fits with "*vitae*", or "of life".   If you use *curriculum vita*, you have left out the genitive form so the meaning is course life, which doesn't make sense.

Note: Although, some people title their CVs as Curriculum Vitae or as Vita or as CV, most scholars agree that you do not need to title the document—the document explains itself. Including a title would amount to putting on the front of a book—Book.

B. <u>How and when to you use a CV:</u>
- Applying for academic positions at a university or college: teaching, researching, administration
- Submitting grant proposals. When you present your vita with a grant proposal, you want to highlight your finished projects. This vita proves you can complete projects
- Applying at a research institution
- Writing promotion-tenure reviews. This vita promotes your credibility
- Consulting. You want to prove your expertise in the area of consultation
- Applying for graduate school
- Submitting a book proposal or prospectus. You want to focus on your ability to take an idea, move it to a conference paper or presentation, and develop it into a journal article, then into a book. You will showcase those types of accomplishments. You also will rely heavily upon those credentials that prove your credibility
- Applying for a promotion or for tenure. In this vita, you will follow a specific format and will focus on your publications and committee work. Begin with those works that you have published that are more prestigious—books, peer-reviewed journals, journals, then move to co-written books, articles, then book reviews. Begin with your greatest works and move to less great. You will also include those works that are waiting for publication
- Annual merit reviews—in this type of vita, you will include valuable assets that show your willingness to be a collaborator, provide service, lead, etc.

C. <u>Components of CV</u>
- Name
- Address, phone number, e-mail, websites, office number
- Education in reverse chronological order (PhD, MA, BA); list the end dates but not the beginning dates; especially if you took a little longer than average to finish your degree
- Teaching Experience: you should provide this experience in reverse chronological order with inclusive dates
- Teaching Interests: You should start with the standard courses and those that you are qualified to teach. When you list these, make sure you have a syllabus, a course description, and some assignments either with you, saved on a memory device, on your website, or in your e-mail. (Remember, they may ask for copies of your course content.)
- Invited Lecturer: You should keep a running record, but typically, you will list only about four years of this type of experience—you need to list the date, the title of the lecture, what the lecture was for (i.e., at a conference as a guest speaker, at faculty function, to a university, to students).
- Publications: You should begin with the most impressive
    1. Books
    2. Chapters
    3. Peer-reviewed journal articles
    4. Journal articles
    5. Conference proceedings
    6. Scholarly web sites
    7. Book reviews
- Works Submitted: You don't need to say where, just that they are submitted

- Works in Progress: This is especially important for new academics. You must show that you are self-motivated and are working toward creating and disseminating knowledge
- Conference Presentations
- Research Experience: List this in reverse chronological order and make it inclusive
- Research Interests—keep this narrow. List no more than two; you should be specific
- Grants: Include both funded and those to which you applied but were not funded. (by applying, you are creating a statement about your diligence)
- Service: this is an important part of academia and if you have not participated in some type of service, you should begin
    1. Department—inside your specific department
    2. College—inside Walton College
    3. Institutional—University-wide
    4. Profession—this is inside of your discipline
    5. Community
- Other Professional Experience: You should record this in reverse chronological order, and it should be inclusive
- Honors and Awards
- Professional Development: These are activities that you design and deliver outside your academic requirements. You should include any that you participated in or attended at a conference
- Professional Membership: This is important. It speaks to your sense of community
- Language Proficiency   (degree of fluency in reading, speaking, or writing)
- References (in order of preference, with full contact information). Note: before you put someone down as reference, check with the person you are listing. Also, if you list someone, make certain that he or she is going to follow through. Remember, the road to perdition is paved with good intentions, and some of our most popular professors are great and we love them, but they are loved by so many of us that they may be spread a thin. If you know professors who are not really good about that aspect of their work, don't list them as references

D. <u>Relationship between Your CV and Your Letter of Application:</u>
- The letter will point to specifics in your CV and develop those specifics
- The letter is meant to explain some of the items in your CV
- The letter is more tailored to the job ad than the CV is
- For more information about the application or cover letter, review the resource "Cover Letters" found on the Walton College Writing Center's web site, under "Resources", and under the "Application" folder.