

# CV Basics



# CV Basics

*CV vs. Resume*

	Curriculum Vitae (CV)	Resume
<b>Who is the Reader?</b>	Academic	Non-Academic and Industry, Corporations
<b>What is the Purpose?</b>	Show expertise in field of study, show accomplishments and contributions	Demonstrate qualifications for a specific job, move forward in application process
<b>How Many Pages?</b>	No limit, as many pages as needed	1 or 2 pages
<b>What is Included?</b>	All items that show depth in area (teaching, research, publications, service, relevant experience, committees, etc.) Often more list focused	Focus on what is most related to the job description. Tailored for every job. Highlight achievements/projects. Consider what, why, how, impact, quantify in your bullets

# CV Basics

## CV Uses

- Applying for graduate school
- Applying for fellowships and grants
- Seeking an academic position
- International jobs/internships
- Seeking professional association leadership
- Publishing
- Departmental/tenure reviews
- Speaking engagements
- Editorial review boards

# CV Basics

## Easy to Read + Error Free

- Leave white space
- Use standard margins (between 1.0 inch and .08 inches)
- Use standard font (try Arial or Calibri – 11 to 12 pt.)
- Bold your name
- Organize well
- Have someone else proofread
- Be consistent
- Choose effective format
- List relevant items in reverse chronological order in each section

# CV Sections

*Varies with experience and discipline*

Name and Contact Information

Education

Research

Teaching Experience

Patents

Awards | Funding

Journal | Conference Publications

Presentations | Posters

Professional Memberships

Leadership | Service

References

# CV Basics

## CV Creation

- Your field of study determines sections and content to include
- Your faculty and department can provide you with expertise and best practices for your specialization
- Research your professor's CV for examples
- When applying, make sure your experience that aligns with the mission, goals, and strategies of the institution are highlighted
- Search the UNT Faculty Information System to see CV's for faculty at various stages in career [UNT Faculty](#)
- [CV Guide](#)
- [Inside Higher Ed](#)
- [HigherEd Jobs](#)

# Career Prep



**Graduate Professional Development Sessions**

[Graduate Student Professional Development](#)

**Graduate Career Coaching** [Appointments](#)



**LinkedIn Learning** [LinkedIn Learning](#)

**Big Interview** [Big Interview](#)

**Handshake** [Handshake](#)



**Graduate Student Teaching Excellence Program** [GSTEP](#)

**Graduate Campus Employment and Teaching**

[On Campus Employment](#)

**Graduate International Student Resources** [International](#)