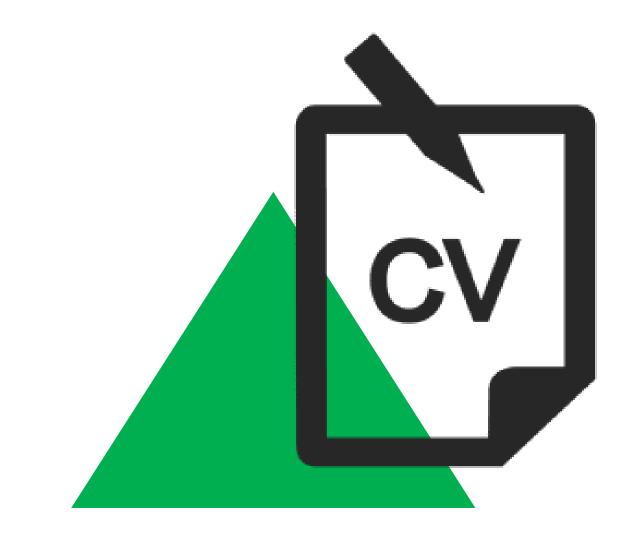
CV Basics





CV Basics

CV vs. Resume

	Curriculum Vitae (CV)	Resume
Who is the Reader?	Academic	Non-Academic and Industry, Corporations
What is the Purpose?	Show expertise in field of study, show accomplishments and contributions	Demonstrate qualifications for a specific job, move forward in application process
How Many Pages?	No limit, as many pages as needed	1 or 2 pages
What is Included?	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 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 Basics

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	
	UNT DIVISION OF STUDENT AFFAIRS Career Center

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 <u>UNT Faculty</u>
- <u>CV Guide</u>
- Inside Higher Ed
- HigherEd Jobs



Career Prep

Graduate Professional Development Sessions Graduate Student Professional Development Graduate Career Coaching Accountments



LinkedIn Learning LinkedIn Learning Big Interview <u>Big Interview</u> Handshake <u>Handshake</u>



Graduate Student Teaching Excellence Program Graduate Campus Employment and Teaching

On Campus Employment

Graduate International Student Resources



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