



## CV Quick Start Guide

A curriculum vitae (CV) is the standard way of presenting your application for academic or research-based employment. Your choice to utilize a CV or resume in your job search will depend on the type of position you are seeking. For academic or research positions, a CV is the appropriate choice. For most other jobs, a resume is best. There are unique differences between a CV and a resume. If you are looking for jobs both within and outside of academia, you should construct both a resume and a CV and target the documents to each specific job opening.

### Step 1: Know the Difference

	CV	Resume
<b>Audience</b>	Academia/Research	Employers
<b>Includes</b>	Full academic history including teaching, research, work experience, publications, grants, awards, and service	Education, skills, and experience in the field you are seeking
<b>Length</b>	No length restriction	One page is best (, a 2-page word document)
<b>Focus</b>	Academic achievements, experience, research, and teaching potential	Knowledge, skills, abilities, and certifications that demonstrate qualifications for target job
<b>Essential Information</b>	Contact information, education, publications, teaching experiences, honors, research interests, grants, and service	Contact information, education, experience, and skills
<b>References</b>	Include	Have available as a separate document

### Step 2: What to Include

Your CV should include the following sections:

- **Contact information:** Include your full name, address, phone number and email address.
- **Academic history:** List all schooling from high school through postdoctoral (if applicable). Include the title of the degree you earned, the year you graduated and the name of the school.
- **Professional experience:** Include the organization where you worked, the job title, the dates you were employed and a summary of your experience and achievements.
- **Teaching Experience:** Include the organization where you worked, the job title, the dates you were employed and a summary of your experience and achievements.
- **Qualifications and skills:** List a combination of hard and soft skills you have developed throughout your career.
- **Awards and honors:** For each award, add the name, year received, the organization that gave you the award and any pertinent details (such as how often it is presented).
- **Publications and presentations:** For publications and dissertations, provide a full citation including your co-authors, date, summary, volume, page, DOI number. Make sure to use the appropriate publication format for your field (APA, MLA, etc.). For presentations, provide the title, date, and venue where you presented.
- **Professional associations:** List the organization's name, location or chapter and the dates of active membership.

- **Grants and scholarships:** Provide the name of the grant or scholarship, date awarded and the institution that provided the award.
- **Licenses and certifications:** Include the name of the license or certificate, the date you earned it and the institution that awarded it.

### **Optional: Personal Statement**

A personal statement is a concise statement at the beginning of your CV that describes your top skills and the capabilities you will bring to the role. Mention skills, experience, and achievements relevant to the job. The personal profile is not mandatory sometimes. If you include it, keep the profile well-written and original. Include positive words such as confident, adaptable, self-motivated, and enthusiastic.

Your CV personal profile should:

- State who you are.
- Outline top skills and achievements.
- Mention the name of your target employer.
- Your goals as a potential new employee

### **Step 3: Format Your Document**

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All three common resume formats (chronological, functional and combination) will work for a CV, but an effective format is combination. This CV type is a hybrid of the chronological and functional formats and allows adequate space for details about both your professional and educational history, as well as your skills and accomplishments. The elements you place first depend on your experience, career goals and what you believe is most relevant to the types of positions you are seeking.

Consider this order:

- Contact information.
- Academic history (if you are not in academia or a recent graduate this can be moved beneath Professional experience)
- Qualifications and skills
- Professional experience
- Teaching Experience
- Publications and presentations
- Awards and honors
- Grants and scholarships
- Licenses and certifications
- Professional associations

### **Step 4: Get Your CV Reviewed**

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Schedule an appointment with Career Connections! We can review your document for formatting, content, and double check that you have all the information that should be included! [Click here to make an appointment.](#)

### **Additional Resources**

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[What to Include in Your CV](#)

[Get Your Resume Seen with Applicant Tracking System Keywords](#)

[2021's Top Resume Formats: Tips and Examples of Three Common Resumes](#)

[Listing Accomplishments on Your Resume \(With Examples\)](#)

[How to Write a CV: Tips, Template and Example](#)

[Curriculum Vitae \(CV\) Format Guide \(With Examples and Tips\)](#)