Starting Your CV

NOTE: If you are getting started on your CV, you will be able to use much of the information that is already on your resume. The difference is you will be focusing more on your academics and possibly adding new information in that area. Ultimately, both your CV and resume have the same objective: to promote your knowledge, skills, and abilities to a specific target. Remember that not all sections are required, there will be differences by discipline.

It is recommended that you have a resume in addition to a CV, so you can quickly submit the appropriate document as per the requirements of the specific application.

Curriculum Vitae

The term "CV" stands for "Curriculum Vitae," which means "course of life." Many countries use the CV format as the standard tool for the employment search; however, in the United States, the CV is a document distinct from the resume and should not be used as a substitution. Nevertheless, there are certain applications for which you might need a CV:

- Graduate or professional school.
- Special academic programs or awards/grants.
- Positions in research and postsecondary teaching.
- International employment (check GoinGlobal on Rutgers-Newark Handshake for country/local requirements).

Below is a list of possible sections and information for you to include on your CV. Much of it will be coming straight from your resume, but you may be expanding on it, and in many instances adding brand-new sections.

Please note that the list below is not all-inclusive, and there may be other required sections specific to your field. For example, individuals in professions such as healthcare, law, and engineering will include a section "License & Certifications" listing where they are licensed to practice their profession, as well as any other special certificates they have. For more information and sample sections, please visit the CDC's website on Resumes and Cover Letters. Not all sections are required; there will be differences by discipline.

Sections for Your CV

- Applicant Information
- Education
- Study Abroad
- Awards / Honors
- Areas of Interest or Specialization
- Fellowships / Grants / Scholarships
- Experience
- Publications / Presentations
- Professional Training

- Research (if not covered in Experience)
- Teaching (if not covered in Experience)
- Professional Memberships / Affiliations
- University / Department Service
- Campus / Community Involvement / Activities
- License & Certifications
- Technical or Specialized Skills
- Languages / Travel
- References

A Comparison of Resumes and CVs

	Resume	CV
Used Mainly In	Industry	Academia: research and teaching
Length	One or two pages	No page limit
Primary Focus	Experiential accomplishments	Academic achievements
Information Retention	Focuses on the most recent	Add new, keep old

Information to Include

Section	Notes
Applicant Information	▪ Include full name in large font , cell phone, Rutgers email ▪ Optional: City, ST or Metro Area ▪ Optional: On-campus office address/phone ▪ Optional: LinkedIn/Portfolio
Education	▪ Include full name of each institution, degree name (e.g., Master of Arts), program name, graduation date (month & year) ▪ Master's thesis and/or doctoral dissertation (if applicable)
Study Abroad	▪ Optional: include receiving institution, program name, country, subjects studied, dates attended
Awards / Honors	▪ Include honor societies, departmental honors, other academic recognition (e.g., Dean's List)
Areas of Interest or Specialization	▪ List specific topics you are currently studying, researching, or teaching
Fellowships / Grants / Scholarships	▪ Optional: Include funding source, amount, and date awarded
Experience	▪ May be presented as a single section, or divided into special sections (e.g., Research, Teaching, Internships, Fieldwork, Other Employment)
Publications / Presentations	▪ May include publications that have been published or are under review ▪ Consult your program's style manual for format (e.g., MLA, APA, Chicago)
Campus / Community Involvement / Activities	▪ Include any organizations in which you actively participate
Professional Memberships / Affiliations	▪ Membership in professional organizations demonstrates commitment to your field ,and can be a useful networking tool ▪ Many organizations offer discounted rates to current students
Technical or Specialized Skills	▪ Focus on more specialized skills relevant to your field (e.g., SPSS), as opposed to more generic ones (e.g., Microsoft Office)
Languages / Travel	▪ Include any languages other than English, as well as level of proficiency (e.g., conversational Spanish) ▪ You may include countries you've visited if relevant
References	▪ On a separate sheet, include academic, professional, and employment references as appropriate