



# CURRICULUM VITAE GUIDE



Latin for *course of life*, it is a detailed overview of your educational, life, and professional accomplishments and qualifications. Unlike a resume, a curriculum vitae is meant to be comprehensive and can vary in length from two to several pages, showcasing your devotion to academic pursuits.



## CENTER FOR CAREER AND PROFESSIONAL DEVELOPMENT

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[Sacredheart.edu/career](http://Sacredheart.edu/career)

### WHAT IS INCLUDED?

- Contact information
- Detailed overview of education
- Academic achievements; such as honors, awards, grants
- Academic or independent research and techniques used
- Publications
- Presentations
- Relevant professional and teaching experiences
- Personal accomplishments
- Professional development initiatives/credentials (e.g. certifications, licensures, training, workshops, conference attendance)
- Professional memberships and affiliations
- Leadership roles
- Community contributions/volunteer work
- Languages
- References

### WHEN IS IT USUALLY REQUESTED?

- Often used for academic purposes, it can be requested when applying to graduate/professional school, scholarship applications, grant/fellowship proposals, academic positions, and non-academic positions in clinical/scientific/research/higher education and healthcare.
- In other countries, a CV is equivalent the American resume and therefore, some international employers will request a CV for job applications.

### QUICK FACTS/TIPS

- Consult with faculty within your field of interest to determine the most appropriate content for your CV.
- Present only relevant information; although it is meant to be comprehensive, you do not want to overwhelm the reader with unnecessary details.
- There is not ONE standard format to a CV and therefore the order is flexible. Emphasize what is most important to the reader and stay consistent throughout the document with alignment, structure, and tense.
- You may gap your sentences to make them more concise, rather than writing in complete sentences.
- You may elaborate on accomplishments and skills.
- Think about who your audience is, i.e., an academic versus nonacademic professional. Avoid highly technical terms if your audience is unlikely to understand.
- Use strong action verbs and vocabulary to prove your writing skills and ability to articulate.

### ADDITIONAL RESOURCES

Illinois Graduate College - [Curriculum Vitae Tips and Samples](#)

WORDVICE - [5 Tips for a Perfect Academic CV](#)

UCSF Office of Career and Professional Development - [Sample CV's by discipline](#)

Columbia University Center for Career Education - [Creating an Undergraduate CV \(with samples\)](#)

Penn Career Services - [CV details \(with samples\)](#)

Wordvice - [5 Tips for a Perfect Academic CV \(video\)](#)

### REFERENCES

Cornell University Graduate School, [Resumes and CVs](#)

Furlong, J. & Vick, J. (2009, December 16). [The CV Doctor Is Back](#). The Chronicle of Higher Education.

Gerencer, T. (2020, July 30) [What is a CV? Definition \(Curriculum Vitae Meaning and Use\)](#). Zety.

Penn State Student Affairs Career Resource Center, [Curriculum Vitae \(CV\)](#)

Purdue University, Purdue Online Writing Lab, [Writing the Curriculum Vitae](#)