

Tips for Writing a Curriculum Vitae

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Candidates who are applying for faculty/administrative/research positions in a college, university, or research setting typically prepare a curriculum vitae (CV) rather than a résumé. A prospective employer may also request a written teaching philosophy which is a document separate from the CV. Sample curriculum vitae are available on our web site: www.ohio.edu/careers under “For Students” then “Resources and Handouts” section.

When should a CV be used?

- Only send a CV if a CV is specifically requested. If in doubt, verify with the employer what they want especially if the position is outside education or research.
- Applying for admission to graduate or professional programs.
- Serving as an independent consultant.
- Submitting proposals for fellowships or grants.
- Providing information to professional organizations for membership, leadership positions, presentations, etc.

How do CVs and résumés differ?

- CVs are more for academic/scientific/research positions.
- CVs are more focused for the specific discipline.
- CVs give you more freedom to select category headings which reflect your background.

How are CVs and résumés similar?

- The principles for writing a CV and résumé are similar in terms of formatting.
- For some, their résumé and CV may look very similar depending on work history.

How do CVs in the United States differ from what is called a “CV” in an international setting?

- CVs in the US are used for academic situations as stated above and do not include any type of personal information.
- Internationally, what is called a CV might be what is referred to as a résumé in the US.
- If you are applying internationally, find out the proper approach for that country.

General Tips

- You must include the title of thesis and/or dissertation.
- You must prioritize how you list the information so it doesn't get lost in the CV.
- Check with faculty or your advisor/mentor for discipline-specific information when writing your CV.
- You must still include a cover letter! Cover letters that accompany a CV may be longer than one page, but it is imperative that you are concise.

How long can the CV be?

- For new professionals, 2-4 pages are appropriate and the first category is usually academic preparation. Even new PhDs will have 5-10 page CVs.
- For seasoned professionals, 6-8 pages are appropriate with a maximum of 10 pages. The first category is usually professional experience. However, the CVs of experienced academics can be quite lengthy.

What types of headings are suggested for a CV?

Academic Preparation	Areas of Expertise	Consulting Experience
Internships	Graduate Fieldwork	University/College Service
Conferences Attended	Study Abroad	Affiliations/Memberships
Teaching/Advising Experience	Research Experience	Related/Professional Experience
Awards/Honors	Publications— Books/Research Journals	Academic Interests
Papers Presented	Foreign Language Skills	Computer Skills
Scientific/Lab Experience	Licensure/Certifications	Technical Skills
Grants Received— Internal and External	Creative Work/Shows/Exhibits	Additional Training/Post Doctoral Studies
Panel/Panel Moderator	Invited Presentations	Courses Taught
Administrative Experience	Categories Relevant to the Discipline	Current Research/Research in Progress
Community Involvement/Volunteer	Works Under Review/In Review	Committee Work