

# Creating a Curriculum Vitae (CV)

## ***What is a Curriculum Vitae, and why is it different from a Resume?***

A Curriculum Vitae ("CV" or "vitae") is a comprehensive, biographical statement emphasizing your professional qualifications and activities. A CV is usually accompanied with a graduate school application package, but can also be used to supply important information to a referee writing you a letter of recommendation. They also give you a good opportunity to provide essential information that may not be asked for in the application itself.

In general, curricula vitae are three or more pages in length. Similar to a resume, you are trying to 'sell' yourself on paper. However, on a resume you are required to do so on one page, whereas, a CV should be more in depth and in length. Because a CV is similar to a resume, you may find Resume Guides helpful to look at.

An advantage to the CV format is the significant freedom to choose the headings and categories for your information and the strength reflected in their arrangement. Meaning, not all of the headings are applicable for the person writing the CV, you can pick and choose which headings you wish to include.

## ***What Makes a Curriculum Vitae Stand Out?***

A well organized curriculum vitae, packed with relevant information to support your professional, academic, or research objective, will generate a better response.

There are several unique strategies to use when writing a curriculum vitae. First, prioritize and list the most relevant academic, research, volunteer or work history experience first. Second, include an "Objective" and "Summary of Qualifications" section at the top of each CV. Third, incorporate many of the strategies of resume writing techniques.

These strategies proved to be extremely effective and boosted the acceptance rate of students applying for highly competitive graduate programs - many of which accepted only one to twelve students out of 300 to 600 applicants.

Preparing an effective CV presents a unique challenge of length. An excessive CV appears boring and results in important data being buried or lost in such a long document. If it is too long, important material can be overlooked; however, if it is too short, you are taking the risk of leaving out important material. As a result, prioritizing your top skills and experience to be presented in the first or uppermost section of your CV makes sense. Then detail additional educational, employment or academic experiences as necessary. In this way you will maximize important criteria which you do not want to be overlooked by academic or hiring committees.

Finally, do not underestimate the importance of your CV's appearance. An applicant with the same qualifications as another application has a more competitive edge with a visually appealing vitae. This can easily be done using effective headings, tables, spacing, bolded text, etc. Think of this as being analogous to dressing nice for a job interview.

## ***When Is a Curriculum Vitae Appropriate?***

A CV should **only** be used when specifically requested. This might occur in the following instances:

- Applications for admission to Graduate or Professional Schools
- Independent consulting in a variety of settings
- Providing information related to professional activities (e.g., applications for professional memberships and leadership positions, and presentations at professional conferences)
- Proposals for fellowships or grants
- Applications for positions in academia, including:
  - School Administration (e.g., elementary or secondary principals, superintendents, deans of schools)
  - Institutional research and consulting
  - Higher Education positions in teaching, research, and administration

## ***Cover Letters for CV's***

Although a vitae is a complete record of your accomplishments, a cover letter should be used to personalize your experience. Cover letters for positions that request a CV should not exceed the one-page rule, but still need to be clear and concise.

The goal of the cover letter is to highlight and elaborate on pertinent themes using your own writing style. It should include information such as: why you are applying, your qualifications, your interest with the specific program, and a good closing statement. Remember that the quality of your writing will be examined.

## ***Proof Reading and Editing***

Have your CV and cover letter critiqued by several people, including someone experienced at reading resumes and cover letters, for their impressions and suggestions. Make the appropriate changes and present the revised version for more critiquing.

At least three revisions are usually needed to produce a solid product.

## ***Printing Your CV and Cover Letter***

Your CV and cover letter should be printed on high quality white resume paper. Avoid using colored or off-white paper.

The envelope should be an 8 ½ X 11 inch envelope so you don't have to fold your resume.

Unless your writing is *extremely* neat and easy to read, you should type your envelope, using your full name and title of the person you identified in your cover letter.

## ***When should I start writing my CV?***

It is never too early to start working on your CV. Doing so will help you think about what things can be done to round out your experience. Furthermore, updating your CV with new accomplishments can be a good confidence booster.

Do not feel bad if your CV looks sparse. Many students are unable to exceed one page. This is okay since no one expects you to have high-powered professional experiences as a young undergraduate. It is important to NOT compensate your short CV by filling it in with irrelevant information.

## ***When writing about your experience***

Writing your CV can sometimes be a very intimidating and tedious task, but don't let this affect you. Here are a few tips for you to keep in mind:

- Remember to never use 1<sup>st</sup> person on your CV. No, “I learned this” or “my responsibilities were.”
- When describing your experiences, keep your experiences grouped in sections. Regardless of how you organize your content keep things logical and relating to each other. Make sure all content in one section is relevant to the rest of the content.
- Keep things simple and organized.
- Keep your formatting consistent throughout your entire CV. If you end your bullet points with a period, all should end in a period. Also, keep your spacing consistent. If you have a space after a header of a section, put a space after every header of a section.
  - It might be wise to have one person to proofread specifically for formatting consistency.
- Keep your tenses consistent throughout.
- Do not make your entire CV retrospective. Give some sense of your educational and career goals. Possibly put a section of your interests.
- Be precise and clear. Do not use vague terms.

## ***When presenting posters or other presentations***

Some people have posters or other presentations that are not published but still want to put this experience on their CV. Here are some guidelines from Dr. Kimberly Barchard:

*For Posters that you've created or helped create:*

- First, create a “Presentations section on your CV
- Use APA Format for listing these presentations
- If you have a poster that **has been presented** you would say, “*Poster presented at...*”
  - Example (The bold is added to emphasize the changes, it is NOT apart of APA Format):

Oster, H., Rosenberg, J., Gavhane, A., Barchard, K.A., & Scott, J. (2007, May). *Computerized scoring of interview data: Examining the relationship between emotional awareness and psychopathology for mothers of infants with craniofacial anomalies*. **Paper presented at** the Western Psychological Association Annual Convention, Vancouver, British Columbia.

- If you have a poster that **has been submitted AND accepted but has yet to be presented**, you would say, “*Poster to be presented at...*”
  - Also, where you would enter a year in the citation, put, “in prep.”
  - Example (The bold is added to emphasize the changes, it is NOT apart of APA Format):

Beecher, S.D., Scott, J., Rojas, S., & Barchard, K.A. (**in prep**). *Irritated, stressed, and disturbed: Do neurotic people have more accidents?* **Poster to be presented at** the Western Psychological Association Annual Convention, Irvine, CA, May, 2008.

- If you have posters that **have been submitted but not accepted**, list these. Say “*Poster submitted for presentation at...*” where you would usually say “*Poster presented at...*”
  - Example (The bold is added to emphasize the changes, it is NOT apart of APA Format):

Beecher, S.D., Scott, J., Rojas, S., & Barchard, K.A. (in prep). *Irritated, stressed, and disturbed: Do neurotic people have more accidents?* **Poster submitted for presentation at** the Western Psychological Association Annual Convention, Irvine, CA, May, 2008.

- If you have posters **that you PLAN to submit**, but have not yet submitted, list these. Say “*Poster to be submitted for presentation at...*”
  - Example (The bold is added to emphasize the changes, it is NOT apart of APA Format):

Beecher, S.D., Scott, J., Rojas, S., & Barchard, K.A. (in prep). *Irritated, stressed, and disturbed: Do neurotic people have more accidents?* **Poster to be submitted for presentation at** the Western Psychological Association Annual Convention, Irvine, CA, May, 2008.

- Under presentations, you can also include lab presentations. Say that these are posters or talks presented to the Interactive Measurement Group at UNLV, and give the date.

- Example:

**Scott, J. & Romero, G. (2007, June).** *How to prepare for the GRE.* One-hour workshop presented to the Interactive Measurement Group at UNLV.

## Resources

- [www.careerjournal.com/sidebars/20060502-cvmachine.html](http://www.careerjournal.com/sidebars/20060502-cvmachine.html)
- [www.cvtips.com](http://www.cvtips.com)
- [www.careers.ucr.edu/Students/Graduates/CV/](http://www.careers.ucr.edu/Students/Graduates/CV/)
- “The Complete Guide to Graduate School Admission”  
– available at UNLV Lied Library
- [http://gradschool.about.com/od/curriculumvitae/Writing\\_Your\\_Curriculum\\_Vitae\\_e.htm](http://gradschool.about.com/od/curriculumvitae/Writing_Your_Curriculum_Vitae_e.htm)
- <http://www.career.vt.edu/JOBSEARC/Resumes/vitae.htm>
- <http://www.dartmouth.edu/~gradstdy/careers/services/vitae.html>  
-Site contains three samples from CV from Harvard
- [hsph.harvard.edu/administrative-offices/.../files/CVFORMAT.pdf](http://hsph.harvard.edu/administrative-offices/.../files/CVFORMAT.pdf)  
-This website contains a blank CV that you can complete
- UNLV Writing Center - <http://writingcenter.unlv.edu/>
- UNLV Career Services-<http://hire.unlv.edu/>

### *Possible Sections To Include in Your CV*

Heading	Name, address(es), and phone number(s), including area code(s)
Education	Listing of academic degrees beginning with the degree in progress or most recently earned. Include: name of institution; city and state; degree type (B.A., B.S., M.A., etc.) and area of concentration; month and year degree was (will be) received. Note: You may wish to include the title (using the format appropriate to your particular academic field) of your thesis. If you are an undergraduate and your GPA is 3.5 or higher, it is appropriate to include it. You may also include "Relevant Coursework" under this heading.
Certification	List all relevant certifications and the year received.
Honors and Awards (optional)	Receipt of competitive scholarships, fellowships, and assistantships; names of scholastic honors; teaching or research awards.
Relevant Experience	Listing of positions (part-time, full-time, volunteer, temporary and permanent) related to the work sought. Include: department, firm, agency, or organization; complete name; city and state; job/position title; dates; also include a brief description of your activities/duties, using strong action verbs. List these in reverse chronological order.
Other Experience	Groupings of other experiences (including volunteer work and/or internships) can enhance your CV Your experience can also be broken into other categories such as: Teaching, Counseling, Administration, Volunteer, Community, Internship, etc. Entries within each section should be in reverse chronological order
Grants Received (optional)	Include name of grant; name of granting agency; date received, title or purpose of research project, etc.
Professional Associations (optional)	Memberships in national, regional, state, and local professional organizations should be listed. Also list significant appointments to positions or committees in these associations. Student memberships in professional associations are appropriate.
Publications (optional)	Give bibliographic citations (using the format appropriate to your particular academic discipline) for articles, pamphlets, chapters in books, research reports, or any other publications that you have authored or co-authored. In fine arts areas, this can include descriptions of recitals and art exhibits.
Presentations	Give titles of professional presentations (using the format appropriate to your particular academic discipline); name of conference or event; dates and location; if appropriate in your discipline, also include a brief description. Presentations should be listed in reverse chronological order.
Recent/Current Research	Description of research projects recently conducted or in progress. Include the type of research and a brief description of the purpose.
Institutional Service (optional)	List the names of courses you have taught, institution and dates where taught, and brief course descriptions.
Courses Taught (optional)	List the names of courses you have taught, institution and dates where taught, and brief course descriptions.
Community Involvement	Appropriate and relevant volunteer work, church work, community service organizations, etc.
Educational Travel (optional)	Names of countries, dates, purpose (typically, only include if relevant to the position/grant for which you are applying).
References	Optional to end vitae with statement "Available upon Request." If you are responding to an advertisement that asks for references, include those requested on a separate addendum sheet.
Qualifications or Skills	A summary of particular or relevant strengths or skills which you want to highlight. Typically, this is not included as a separate section, but addressed in other sections. Occasionally, however, it may be appropriate to list special computing or language skills.
Personal Information (optional)	This section is controversial. Therefore, only include the information you think is vital for your admission. Don't be too excessive or enter useless information.

# YOUR NAME

222 FIRST STREET, CALGARY, T3A-3Y5  
PHONE (403) 000-0000 • E-MAIL ME@HOME.COM

## OBJECTIVE

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[ Type Objective Here ]

## EDUCATION

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200x - 200x [ School/Organization Name ] [ City, Province ]  
[ *Diploma/Certificate/Degree/Major* ]

- [ Details of education completed. ]

200x - 200x [ School/Organization Name ] [ City, Province ]  
[ *Diploma/Certificate/Degree/Major* ]

- [ Details of education completed. ]

## WORK EXPERIENCE

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200x - 200x [ Company/Organization Name ] [ City, Province ]  
[ *Job Title* ]

- [ Details of position. ]

200x - 200x [ Company/Organization Name ] [ City, Province ]  
[ *Job Title* ]

- [ Details of position. ]

200x - 200x [ Company/Organization Name ] [ City, Province ]  
[ *Job Title* ]

- [ Details of position. ]

## SKILLS

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[ Click here and enter information. ]

## REFERENCES

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References and letters of recommendation available on request.

**Jenna Ranay Scott**  
**Curriculum Vitae**

**Contact Information:**

742 Evergreen Terrace  
Springfield, Illinois 89103  
Phone: (702) 555-1234  
Email: janedoe@yahoo.com

**Education:**

- 2005-present     *University of Nevada, Las Vegas*  
Bachelor of Arts, Psychology (Expected Gradation Date: May 2008)  
GPA: 3.97
- 2004-2005        *University of Washington*  
Seeking Bachelor of Arts, Psychology (Transferred to UNLV)  
GPA: 3.73

**Research Interests:**

- Neuropsychology.
- Neuropsychological assessments.
- Attention and Working Memory.

**Recent/Current Research Experience & Leadership Roles:**

- Fall 2007-present                    Dr. David Copeland's Cognitive Laboratory  
*Laboratory Research Assistant (Fall 2007-present)*
  - Student Principal Investigator for funded study examining classroom learning differences between experiment participation and reading journal articles.
  - Worked with E-Prime and PsychMate Software.
  - Duties included assisting with design and analysis, and administration of experiments (e.g., Working Memory span tests).
- Fall 2006-present                    Dr. Kim Barchard's Interactive Measurement Group  
*Lab Manager (Summer 2007-present)*  
*Laboratory Research Assistant (Fall 2006-Summer 2007)*
  - Contributed approximately 400 hours.
  - Involved in all phases of research projects: study design, data collection, scoring, entry, analysis, poster production, and poster presentation.

- Administered the “Data Entry Study”, trained other administrators, and now am the head researcher managing 7 other Data Entry Study administrators.
  - Performed hand-scoring for the Levels of Emotional Awareness Scale and data entry for Dr. Barchard’s online study on emotional intelligence. Hand-scoring includes 5 weeks of extensive training on how to score this 20 item open-ended questionnaire (LEAS). This includes learning how to assign numeric score values for specific words and phrases based off the LEAS hand-scoring manual.
  - Worked with SPSS and Excel Microsoft Office programs to organize and analyze data for posters.
  - Completed workshops in Dreamweaver and Event Handler to learn how to create online experiments for data collection. Am competent in my knowledge of Adobe Photoshop and how to create and manage a Wiki.
  - Kept track of all homework assignments, attendance, and workshops for 13-19 lab members each semester.
  - Created and presented five workshops that are listed under “presentations.”
  - Mentored and trained other lab members for several different on-going projects and gave advice on various aspects of getting into graduate schools.
  
- Spring-Summer 2005                      Dr. Allen’s Neuropsychology Laboratory  
*Laboratory Research Assistant (supervised by Dr. Brandon Park)*
  - Contributed approximately 100 hours.
  - Administered and scored the Digit Span Test, Digit Symbol Test, Trail-Making Test, and Search Identification Task (SIT).
  - Learned how to administer the Stroop Test.

### Conference Presentations:

Beecher, S.D., **Scott, J.**, Rojas, S., & Barchard, K.A. (in prep). *Irritated, stressed, and disturbed: Do neurotic people have more accidents?* Poster to be submitted for presentation at the Western Psychological Association Annual Convention, Irvine, CA, May, 2008.

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## Workshops Conducted:

**Scott, J. & Weintraub, D.** (2007, October). *How to write a statement of purpose essay*. Presented to the Interactive Measurement Group at UNLV.

**Scott, J. & Weintraub, D.** (2007, October). *How to write a Curriculum Vitae*. Presented to the Interactive Measurement Group at UNLV.

**Scott, J. & Weintraub, D.** (2007, September). *How choose a graduate program, school, and advisor*. Presented to the Interactive Measurement Group at UNLV.

**Scott, J. & Weintraub, D.** (2007, September). *How to get good letters of recommendation*. Presented to the Interactive Measurement Group at UNLV.

**Scott, J. & Romero, G.** (2007, June). *How to prepare for the GRE*. Presented to the Interactive Measurement Group at UNLV.

## Honors and Awards:

- UNLV Curiosity Mini-Grant – Student Principal Investigator (2007-2008)
  - Dr. Copeland-Faculty Principal Investigator
- Dee Smith Endowment Scholarship (2006-2007)
- Deans Honor List, University of Nevada, Las Vegas (2005-2007)
- Deans Honor List, University of Washington (2004-2005)

## Professional Associations:

- Western Psychological Association – Student Member (2007-present)
- Psi Chi National Honor Society, UNLV chapter - Member (2006-present)
- University of Nevada Psychology Club – Student Member (2006-present)
- National Society of Collegiate Scholars – Student Member (2006-present)
- UNLV Baha'i Club – President (2006-2007)

## Community Involvement:

- 2007 Junior Youth Animator Program Las Vegas  
*Youth Mentor*
  - This program was created to help youth from 11-14 years old enhance their reading, communication, and critical thinking skills.
- 2005-2007 Gems Baha'i School Teacher Las Vegas  
*Sunday School Teacher*
  - Created lesson plans and taught children 9-10 years old.