

## Curriculum Vitae Guide

A curriculum vitae is a comprehensive description of your professional academic achievements and may have categories and documentation that go beyond the needs of a standard resume. Individuals who are utilizing this format typically use it for a teaching or research position and is commonly used abroad. It can also be used for grants and fellowships.

### How is a Curriculum Vitae Different from a Resume?

The most noticeable difference between most curriculum vitae and most resumes is the length. Entry level resumes are usually limited to a page. Curriculum vitae, however, often run to three or more pages. (Remember, length is not the determinant of a successful curriculum vitae). You should try to present all the relevant information that you possibly can, but you should also try to present it in as concise a manner as possible.

### Curriculum Vitae Tips

#### Items to Keep in Mind

- The goal of a CV is quite specifically to construct a scholarly identity. Thus, your CV will need to reflect very specifically your abilities as a teacher, researcher, and publishing scholar within your discipline.
- Present your qualifications and achievements in a clear, concise, and organized fashion.
- Use topical headings and consider their order. What comes first will receive more emphasis.
- Formatting should make your CV easy to read for your intended audience.
- Be consistent in your use of punctuation, typeface, and indentation.
- If you are applying at a research university, research projects, conference presentations, and especially publications become very important.
- If you are applying to a liberal arts college or community college that strongly emphasizes teaching, then showing your teaching background is of paramount importance.
- There are no universal rules for CV organization, so check with your adviser.

#### Things to Avoid

- Do not include personal information such as marital status, birth date, weight, race, religion, reasons for leaving previous positions, photographs, and personal street/ mailing address(es).
- Do not use first person (I) when writing. Start with action words and industry language.
- Use language/jargon that proves you have experience for and/or interest in the position.
- Most of what is said on a CV will be reviewed during the interview. Don't include it if you don't want to discuss it.
- Do not use abbreviations (e.g., CSUSB-> California State University, San Bernardino, BA-> Bachelor of Arts)
- Don't list irrelevant and/or inappropriate information and Make sure your layout is clean.
- Avoid flashy graphics and/or colored paper!

#### References

- Only include references at the request of the employer. If references are requested, they should be in a separate document with your header from your resume and cover letter at the top.
- Do not include references or other contacts on your resume as this must be constructed on a separate page.
- Please refrain from using the phrase, "references available upon request."
- References should be formatted to include the following information: First and last name, professional title, company name, mailing address, direct phone number and professional email address.
- Choose references wisely and always ask your references for permission prior to listing them.
- Always let them know what position you are applying to, and send them a copy of the job description and your resume for their records.