

# STUDENT CURRICULUM VITAE (CV) BUILDER

## What is a Curriculum Vitae?

A Curriculum Vita ("CV" or "vita") is a comprehensive, biographical statement emphasizing your professional qualifications and activities. In general, curricula vitae are three or more pages in length. Because a CV is similar to a resume, you may find the "Resume and Cover Letter Construction" guide helpful. An advantage to the C.V. format is the significant freedom to choose the headings and categories for your information and the strength reflected in their arrangement.

## When Is a Curriculum Vita 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 school principals, superintendents, deans of schools)
  - Institutional research and consulting
  - Higher Education positions in teaching, research, and administration

## Sections to include in your C.V. - if applicable:

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.), 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.
Honors and Awards	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 C.V. 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.

**Professional Associations**

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**

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 the fine arts, 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.

**Community Involvement**

Appropriate and relevant volunteer work, church work, community service organizations, etc.

**References**

Optional to end vita 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**

Do not include marital status, age, ethnicity, race, religion, place of birth or citizenship