

WHAT IS A CURRICULUM VITAE?

A CV is a document outlining credentials for a teaching/research position in a university or an equivalent-type research institute. Typically longer in length than a resume. The academic and research experience tends to come first on the CV.

MAJOR SECTIONS OF A CURRICULUM VITAE

Contact Information

Name, full mailing address, telephone and email

Academic Experiences

Educational Background

- Include all information on Bachelor, Master, Ph.D., postdoctoral or other relevant studies, in reverse chronological order (recent to oldest).
- Include degree awarded or anticipated, date, name of institution, and location.
- Show areas of specialty by topic, with thesis/dissertation titles and advisors' names, and courses of special interest, if helpful. Include a couple of lines as description of your thesis.

Professional Interest

- Provide a brief summary of your interests and areas of expertise that could be called upon both inside and outside of your institution.
- List in point form, beginning with a general or broad spectrum and ending with the more specific areas.

Employment Experience

- Describe your work experience.
- Organize jobs starting with most recent include dates, job title, name of company or organization, and location.
- Create a separate sections to highlight details e.g.: *Research*: activities and contracts; *Supervision*: sole or group supervision
- Start points with action verbs; do not write in complete sentences or paragraphs. Do not use "I", "my" and etc.

Publications/Presentations

- Include all, most recent first, in correct bibliographic format so that the reader can check details. (use APA or MLA format).
- Show both independent and collaborative work (*if applicable*).
- Create separate sections with headings for a lengthy publications list, placing sections in appropriate order: authored or co-authored books, book chapters, monographs, refereed, peer reviewed: journals,

full papers or letters, conference papers, abstracts or posters invited, non-refereed book reviews, work in press, work submitted, work in preparation (separate headings), creative writing outside of one's professional field.

Awards, Scholarships, Grants

- Include both academic and professional.
- State name of honour, granting institution or agency, and date (*value optional*). Explain acronyms; the meaning of the recognition may not be clear.

Volunteer/Community Service

Academic/Professional

- Include department, faculty, and responsibilities
- Including committee work, societies act.
- Participation in conferences workshops and symposia

Community Outreach

- Significant volunteer activities showing leadership or important service. Include description and hours of commitment.

Professional Affiliations

- Include current memberships (time of involvement).
- Mention offices held, significant appointments.

Certification

- Dates issued (if relevant).

Languages

- Spoken, comprehension, written (if relevant).

Hobbies, Interests, Leisure Activities, Travel

Show those with relevance to academic life or, if you wish, include a broader range of activities, such as athletic, social, intellectual, or cultural.

References

- Ask for permission before submitting the person's name as a reference. Have a conversation with the person you are asking to be a reference. Give a copy of your resume and share why you want to pursue the job/academic experience. Share what the program/school is looking for in the reference. Keep references up to date as to the status of your application.
- Supply the name, telephone/fax number of 3 (or more) individuals who can comment on your fit to the institution where you are applying.