

Curriculum Vitae (CV)

cur-ric-u-lum vi-tae: Latin, course of (one's) life

Curriculum vitae (CV) are the standard for seeking jobs in higher education. It is more detailed than a traditional resume (2 or 4 pages for new graduates) and highlights teaching and research aspects of your careers. A CV is used when applying for positions in higher education, and some research positions outside of academia.

GENERAL GUIDELINES:

CVs can vary from field to field, but there are several general guidelines:

- White Paper
- Black and White text
- Use standard fonts (Arial, Times New Roman)
- Font size: 10.5 minimum
- Margins: $\frac{3}{4}$ " minimum
- No pronouns (I, me)
- Use the Past Tense
- Eliminate unnecessary articles (a, an, the)

AMERICAN CVs:

In the United States CVs don't include:

- Social Security Numbers
- Ages or birthdates
- Family/health issues
- Pictures
- Marital status
- Today's date

TYPICAL SECTIONS:

Title Block: List your name, address, phone number, email, city & state (country if need).

Education: Listing of degrees (most recent first), institution, city & state (country if need), date of graduation, major/minor/concentration.

Dissertation or Thesis: List your title, description (brief: if not described further in later sections), and chair.

Awards/Honors/Fellowships/Scholarships: Can include academic, service and financial awards. List name of award, date, location, description (brief, if needed).

Experience: Can be subdivided as needed to focus on relevant areas (teaching, research, professional). Typically experience is illustrated as bullet points or sentence fragments. Use strong action verbs to describe your work. Focus on what you did, how you did it and if there was a result (why). Include job title, organization, location, dates, description of work.

Academic Service/Leadership/Volunteer Positions: List other organizations, clubs, or examples that demonstrate your leadership abilities. List your job title, organization, location, dates, description of work.

Professional Associations/Professional Memberships: Demonstrate your professional identity and affiliation by listing organizations you belong to or offices held.

Languages: List any languages you are fluent, or conversational in (Other than English)

Publications: Demonstrate scholarly work through papers presented, invited lectures, journal articles published, books, or monographs. Follow the style manual of your field. What's important: Author, time, journal/conference, date.

Skills: This can include language skills, computer skills and specific programs, as well as technical skills.

CV TIPS:

Be clear and consistent in your descriptions and formatting.

- Well-organized and formatted documents are easier to read and get more attention.
- Use formatting (**bold**, *italics*, underlines) to separate sections.

Descriptions of experience should be specific.

- Speak to the quality, quantity and responsibility for each position.
- What you did, how did you do it, and what was the Result?

Proofread & Edit.

- Have your CV reviewed by professionals in your field as well as staff at the Career Resource Center.
- Log into Gator CareerLink at www.crc.ufl.edu, click "Request a Career Planning Appointment"

ACTION VERBS & TRANSFERABLE SKILLS

Transferable Skills are the tasks you know how to do regardless of where they take place, they describe your function skills. **Action Verbs** are strong active words which help you clarify your activities in a meaningful way.

Action Verb + (Transferable) Skill + Task = Result

Example: Demonstrated (AV) leadership (S) by conducting individual training sessions (T) for new employees who all moved into management positions (R).

ADDITIONAL HEADINGS

Academic Service
Administrative Experience
Articles
Awards
Certificates
Committee Leadership
Community Service
Computer Skills
Conference Leadership
Conference Presentations
Conferences Attended
Conferences Participation
Education Interests
Educational Overview
Endorsements

Exhibitions
Fellowships
Graduate Practica
Grant Writing Experience
International Study
Languages
Leadership
Licensure
Master's Project
Monographs
Professional Associations
Professional Certification
Relevant Courses
Research Fields
Research Interests
Scholarly Presentations
Scholarly Works

Scholarships
Study Abroad
Teaching Assistantships
Teaching Interests
Teaching Overview
Teaching Summary
Technical Skills
Thesis
Travel Abroad
University Involvement
Workshops

