

CV Writing Guide

The Curriculum Vitae (CV) is the resume format used by academic and medical professionals to summarize their qualifications for employment. The structure of the CV is relatively standard. The following is how CVs differ from resumes:

Academics CVs:

- Comprehensive
- As long as necessary (2-5 pages)
- Format & style are fairly standard
- Used to seek academic positions

Resumes:

- Focused
- Brief (1 page)
- Format & style can vary significantly
- Used to seek non-academic positions

What Sections Should Your CV Include?

Your Contact Information:

Provide your primary contact information. It is not necessary to provide multiple mailing addresses, email addresses or phone numbers.

Summary of Your Education:

Provide a summary of your educational qualifications in reverse chronological order.

Teaching and Research Interests:

Provide an overview of your areas of teaching and research interests and expertise.

Professional Registrations, Licensures and Certifications:

If specific licensures or certifications are required or beneficial in your field, be sure to include this information.

Awards, Honors, Fellowships & Scholarships:

Provide a detailed accounting of all academic/professional awards, honors, fellowships and scholarships you have received in reverse chronological order.

Teaching Experience:

Provide both summary and detailed information about your teaching experience in reverse chronological order.

Research Experience:

Provide both summary and detailed information about your research experience in reverse chronological.

Professional Experience:

Provide both summary and detailed information about your professional experience in reverse chronological.

Publications:

Provide detailed information about your publications, categorized when appropriate and in reverse chronological order. For example:

Presentations:

Provide both summary and detailed information about your involvement in conference presentations and panels in reverse chronological order.

Academic Service/University Service:

List all departmental, college, university and professional association committees on which you serve or have served during the course of your graduate studies in reverse chronological order. For example:

Productions:

Provide relevant information about your creative productions, including awards, screenings, broadcast venues, etc.

Conferences/Panels:

Provide summary information in reverse chronological.

Professional Affiliations:

List all of your relevant and current professional and academic affiliations. For example:

References:

Provide the names, titles and contact information for three-five professional references; persons who can speak on behalf of your teaching, research, scholarship and other academic credentials and qualifications.

In What Order Should the Sections of Your CV Appear?

There is no specific order in which the sections of your CV must appear, nor are all of the sections described in this handout required in all CVs.

Advice for Preparing and Maintaining Your CV

As you prepare your CV, make sure it is free from typographical and grammatical errors and that you are using fonts, styles and formatting consistently. You do not want formatting inconsistencies, typos or grammatical errors to detract from the content of your CV.

Upon completing the first draft of your CV, share it with your peers, faculty advisors and graduate advisors to seek their input on its structure and content. Incorporate their feedback as you deem appropriate into your next draft. Remember, you must be prepared to discuss and defend the contents of your CV.

We also encourage you to schedule a CV review session with a CCS career advisor and seek the assistance of the Graduate Student Writing Services available through the UT Learning Center (http://www.utexas.edu/student/utlc/tutoring/grad_writing_services.php)

How Many Different CVs Should You Prepare?

Unfortunately, there is no single answer to this question. While you do not need to customize your CV for each individual position for which you are applying, you do need to present your qualifications differently for different types of positions. For, example:

- If you are applying for some positions that are very research-oriented and others that are very teaching-focused, you may need two different CVs; one that emphasizes or puts priority on your research qualifications, and one that places priority on your teaching qualifications.
- If you are applying for university/academic positions as well as positions in the government or private sector, you will probably need both a CV and a resume.

Remember, what your reader needs to learn about you is more important than what you want to tell them. You must write CVs and resumes from the perspective of your target audience.

Career Advisors are available to meet with you to review your CV. For additional online resources, visit the Career Toolkit on our website (moody.utexas.edu/ccs).