

CURRICULUM VITAE (CV) WRITING

A curriculum vitae or CV is a comprehensive biographical statement (usually 3+ pages) that emphasizes qualifications/activities and is organized so most relevant areas stand out: It should be clear, concise and consistent. Unless a CV is requested, send a resume.

WHEN WILL I USE A CV?

Other cultures often expect a CV, but the expectations vary greatly. Please research CV writing tips and strategies for other countries as they will differ from the tips provided here.

In the United States, a CV is often used in higher education in the following ways:

- To focus on academic pursuits, omitting material not directly related to educational background/achievement.
- To address faculty roles such as teaching: courses taught/developed, research, service, professional memberships and presentations.
- To seek teaching or research positions.

You may also use a CV for these activities:

- Locate or change positions
- Update personnel records
- Respond to public announcements
- Re-enter the labor market
- Develop a biography

You may use a CV in the following ways:

- Grant proposal support documentation
- Work annual review
- Part of application process
- Presentation introduction background
- To accompany a portfolio

TO GET STARTED...

Brainstorm everything you can imagine to include, both educational and professional history. Then, decide what to include and exclude. Write a draft and experiment with format and relevant information. Adapt your CV to fit various needs, and update your information at least once a year.

FORMAT AND STYLE

- See style and layout (margins, font size, etc) suggestions in Resume Tip Sheet.
- Your name and page number should appear on each page.
- Do not include religion, race, ethnic background, photo, marital status, dependents, sex, age, height, weight.

OUTSIDE READERS/CRITICS

The following people should review your CV before you send it out:

- Professional who knows you well enough to spot any significant information you may have omitted
- Professional who does not know you well (important choice since most of your readers will fall into this category)
- Hiring personnel officer you know
- Career Planning and Development staff member

SUGGESTED CV TOPICS

- Education
- Professional Studies
- Thesis
- Master's Project
- Comprehensive Areas
- Dissertation Title
- Professional Competencies
- Professional Highlights
- Course Highlights
- Areas of Knowledge
- Areas of Expertise
- Areas of Experience
- Professional Experience
- Teaching Experience
- Research Experience
- Administrative Experience
- Consulting Experience
- Related Experiences
- Distinctions
- Academic Service
- Professional Service
- Faculty Leadership
- Committee Leadership
- Departmental Leadership
- Professional Activities
- Scholarly Presentations
- Conference Presentations
- Convention Addresses
- Workshop Presentations
- Conference Participation
- Conference Leadership
- Memberships / Affiliations
- Professional Organizations
- Professional Certifications
- Licensure
- Special Training
- Teaching Interests
- Academic Interests
- Research Interests
- Educational Interests
- Professional Interests
- Scholarships
- Awards / Honors
- Fellowships
- Publications
- Exhibits/Exhibitions
- Academic Accomplishments
- Activities
- Foreign Studies
- Travel Abroad
- Foreign Languages
- References



Captain Skyhawk

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C. SKYHAWK

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SUMMARY OF QUALIFICATIONS

- Critical and analytical thinker with research experience
- Proficient in IBM SPSS Data Analysis and Excel
- Proactive collaborator, thriving in diverse teamwork situations
- Familiar with truth functions, theoretical application, and cognitive acquisition
- Engaging communicator with teaching and public speaking experience, proficient in Prezi and PowerPoint

EDUCATION

University of Tennessee at Martin (UTM); Martin, TN

Bachelor of Science: May 20XX

- Sociology & Psychology Dual Majors
- GPA: 3.43

TEACHING EXPERIENCE

Mentoring Group; Martin, TN

Director: August 20XX—present

- Coordinate meetings, events, training sessions and fundraisers
- Mentor large groups of students on masculinity, diversity and civic responsibility

UTM Department of Psychology; Martin, TN

Guest Lecturer: August 20XX—present

- Develop lectures on various topics in diversity and cognitive acquisition
- Create numerous Prezi presentations for website (Canvas)

PUBLICATIONS/PRESENTATIONS

"Platinum and Lead in the Primary Cosmic Radiation," A.B. Smart, A.B. Success, A.B. Research, and A.B. Over, *Astrophysical Journal Letters* (to be submitted)

"The Cosmic Ray Abundances of the Platinum-Lead Elements as Measured on HEAO-3," A.B. Smart, A.B. Success, A.B. Research, and A.B. Over, *Proceedings of the 18th International Cosmic Ray Conference, Bangalore, India (19XX)*, paper OG1-22.

RESEARCH EXPERIENCE

Skyhawk, C., & Faculty, H., (20XX, March) Title of really interesting study. Poster presented at North Central Sociological Association, Chicago, IL

Skyhawk, C., & Faculty, H., (20XX, December) Professional resume reviews increase response rates. Poster presented at South Eastern Psychological Association, New Orleans, LA

Faculty, H., Faculty, H., Skyhawk, C., (20XX, September). Suits as the gold standard: interview attire opinions across fields. University of Tennessee at Martin, Martin, TN.

Skyhawk, C. (20XX, February). Student athlete resumes: special population study. Poster presented at Conference, Middle Tennessee State University, Murfreesboro, TN.

Skyhawk, C., Faculty, H., & Faculty, H. (20XX, April). Ageism: Graduation dates and the resume. Poster presented at the Anthropologist Conference of Tennessee, Memphis, TN.

VOLUNTEER EXPERIENCE

Needline (food pantry): 20xx – 20XX

UTM Women's Center: *Advocate*, 20xx – 20XX

UTM Office of International Education: *Conversation Partner*, 20xx – 20XX

UTM BRIDGE (orientation for incoming at-risk students): June 20XX

LEADERSHIP EXPERIENCE

Psychology Club: *President*, 20XX– 20XX

Philosophy Club: *Member*, 20xx – 20XX

Sociology Club: *Planner*, 20xx – 20XX

AWARDS

1st Place Research Poster, Conference, 20XX

Psychology Department Scholarship Award, 20xx – 20XX

Student Support Service Scholarship Award, 20xx – 20XX

TECHNICAL SKILLS

Research: IBM SPSS Data Analysis and Excel

General: Microsoft Word, PowerPoint and Publisher