

## Preparing a Curriculum Vitae

Though a curriculum vitae, or CV, is a type of resume typically used by professionals in the fields of academia, medicine, teaching, and research, it can also be asked for when applying to graduate programs.

### Differences between a resume and a CV

- Education is always listed first. Most candidates who use a CV have an educational background directly related to the positions they seek.
- CV's almost never list an objective and seldom have a long narrative profile. If you want to make a more elaborate argument for your application, do it in a cover letter.
- CV's should be understated. Self-congratulation is likely to backfire on the author so keep your CV looking simple.
- Name-dropping is more common in CV's than resumes. For example, if you performed research under a certain professor, you would probably include her name and title. Science and academia are small worlds, and it is likely that a prospective employer will have heard of a given specialist in her own field.
- CV's can run on for pages and pages. This is different from resumes, which need to be one to two pages, maximum. CV's should, however, be very neatly organized with clear headings and distinct conceptual divisions.
- CV's often contain many more categories of information than resumes. Experience may be divided between headings for TEACHING and RESEARCH; education may be divided between DEGREES and CONTINUING EDUCATION or ADVANCED TRAINING. How you organize this material determines its impact on your reader.

### Information to include on a CV

The organization and presentation of your CV is extremely important. It will be judged largely on the number and nature of listings. Review your material before deciding what to include, what to feature, and what to omit. Review all potential data in the following categories:

Degrees/Continuing Education  
Technical/Laboratory  
Seminars  
Internships

Licenses/Credentials  
Skills, Workshops  
Expertise  
Awards

Sports  
Symposia  
Study Abroad  
Degrees