Curriculum Vitae

University of Richmond Alumni & Career Services

How is a Curriculum Vitae (CV) different from a resume?
- Primarily used when seeking academic, research, medical and education positions
- Can be longer than one page, but elaboration should still be strategic
- Typically includes categories such as publications, research, and committees
- Always begins with education

Potential Sections
(See examples: http://cdc.richmond.edu/graduate-school/curriculum-vitae.html)
- **Education –** Reverse chronological order, list all degrees awarded, include study abroad institutions
- **Research Experience** – Reverse chronological order
- **Research Interests** – List
- **Teaching Experience** – Reverse chronological order
- **Work Experience** – Emphasize related experiences and skills gained while working
- **Professional Societies** – be sure to include leadership and specifics about involvement
- **Honors, Awards** – Include years
- **Skills –** Computer skills, language skills, lab skills, or other tangible skills appropriate to the position or field
- **Professional Presentations** – reverse chronological order, or group by topical/functional headings
- **Publications** – Reverse chronological order in format appropriate for the field. Bold your name to emphasize.
- **References** – *Save as a separate document.* Name, title, address, phone number, and email address for 3 to 5 references. Should not include family members or clergy.

Basic Tips
- Do NOT use a template, and keep format simple, organized, consistent, and clear
- Most important information always on the first page
- Education listed first and in reverse chronological order
- Include Publications and Professional Presentations
- Include name of Principal Investigator or advisor under research experience
- Avoid unnecessary words such as "responsibilities included"
- Use phrases, not sentences to describe your skills and experiences; start phrases with action verbs
- Tailor your CV to cater to different positions or programs
- Proofread, and have your advisor or mentor review
- If longer than one page, include name and page number on each page after the first
- Do NOT include personal information, such as marital status, gender or social security number