

Curriculum Vitae

A CV is a document required for positions in academia, for some positions outside the US, and for certain positions in the federal government. It is meant to serve as a comprehensive record of all your academic and professional accomplishments.



Sections to Include

Your educational history, including your bachelor's and (if applicable) master's degree. You may list your thesis title under your doctoral degree.

Teaching experience. Describe all courses taught, how many students you instructed, and if you mentored any undergraduate research projects.

Research experience. List all research assistantships and fellowships; describe what you researched, who you collaborated with, and the results of the research.

You may include non-academic employment, such as an **internship**, if it is

professionally relevant.

Conference presentations. Be as specific as possible, stating the name of the conference, the title of the presentation, and where and when you presented.

Publications. List full bibliographic information for publications. You may list submitted papers as long as you indicate that they are under review (see other side of this page for guidelines).

List **languages** you speak and your degree of fluency, when relevant.

Awards and honors you have received for your research, presentation, teaching or academic achievements.

Academic service, which includes sitting on committees or volunteer work related to your discipline.

You may also list any **grants or fellowships** you received while in graduate school. List when and where you received them and the institution you received them from.

List all **memberships in professional associations.** The dates which you have been a member are not necessary unless you are a senior-level candidate.

Unlike in a resume, list **3-5 references** at the end of your CV. These can include advisors, thesis committee members, and other academic

Formatting Tips

Do not list personal data (e.g., date of birth, marital status, etc.). This is not considered appropriate for positions in the U.S.

Unlike a resume, a CV has **no page limit**. Senior-level faculty sometimes have CVs over 30 pages long!

In each section of your CV, list all items in **reverse chronological order**.

Use a legible, **10-12 point font**. Also, be sure that spacing and all formatting **remains consistent throughout the document**.

Conventions vary slightly by discipline, so **consult an expert in your field** to ensure your document follows standard practices in your discipline.

Have a colleague **proofread your CV** to ensure it is free of typos and other errors.

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Online Resources



CREATING YOUR CV

MSU PhD & Graduate Student Career Resources: Help preparing your CV.

careersuccess.msu.edu/phdcareers/search/resumes

Dr. Karen's Rules of the Academic CV: Excellent step-by-step guide on writing an academic CV from a former tenured professor.

bit.ly/1KHylZ

The Academic Job Search Handbook: Includes dozens of CV examples across disciplines (print resource).

bit.ly/acjobsearch

Writing the Curriculum Vitae: another great guide from the Graduate School of Dartmouth University

bit.ly/1PuJaRM

Samples for Academic Positions: Sample CVs for applying for positions in academia from the University of California at San Francisco.

bit.ly/1hWnSSv

CV Samples: from the Medical College of Wisconsin.

bit.ly/1Jv6eQ7

38 tips on Writing an Academic CV: from Nature Jobs (a service of Nature magazine):

bit.ly/1PMFCuV

DIFFERENCES BETWEEN CVS AND RESUMES

CVs vs. Resumes: Excellent article from UNC Chapel Hill on the main differences between a CV and a resume and links to additional resources.

bit.ly/1JfdlbZ

Resumes and CVs: An article from Cornell University's Career Services office on when to send a resume or a CV.

bit.ly/1KfEjUS

CVs vs. Resume: The Difference and When to Use Which: from the Undercover Recruiter.

bit.ly/1MIyHTs

CVS FOR POSITIONS ABROAD

The Global Academic Careers Guide (jobs.ac.uk): free ebook on applying for academic careers abroad.

bit.ly/1EFESXn

Applying for a Job Abroad? Ensure your CV Meets the Local Standards: CV conventions across the globe.

bit.ly/1h906lz

CVS FOR POSITIONS IN GOVERNMENT

Guide to Resumes and Curriculum Vitae: slides from a great presentation by the National Institutes of Health.

1.usa.gov/1Ee50lz

PUBLICATIONS IN PROGRESS

How to Handle 'In Process' Work: Guidelines for how to cite publications in progress, submitted, and forthcoming from Inside Higher Ed.

bit.ly/1LxI6MA

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