Developing an Academic Curriculum Vitae

A **curriculum vitae (CV)** is a document that illustrates your professional and academic achievements. In the United States, it is most often used when applying for academic, education, scientific, or research positions, as well as for graduate and fellowship programs. Different from a resume, a CV may be anywhere from 2-6 pages long and include extensive information on publications, conferences, volunteer work, teaching and research experience, and other such professional and academic items relevant to your field. No CV is the same, so it is always best to consult with an advisor or mentor on what a CV in your field should look like.

Basic Tips

- Tailor your CV for every application. Some positions or programs might emphasize teaching over research, or vice versa. This will require some research on what the institution values most in their candidates. While this takes time, you will increase your chances of consideration if you're able to showcase your experience relevant to the application.
- Keep technical jargon to a minimum and write clearly. Depending on where you're applying, it's best to ensure that your reader can understand what you're relaying. Maintain a straight-forward, concise approach in describing any necessary background information. It should be readable and comprehensible to someone who might just be glancing through your CV.
- Have an advisor, counselor, or mentor review (AND PROOFREAD!) your CV. This person should be someone in your field who understands the expectations of the job or academic positions in your field. They may be able to give you advice on specific content and formatting.
- Highlight relevant achievements. Your CV should showcase how you best match the application description and why you'd be a valuable candidate. Consider organizing your content in a way to frontline any special awards, distinctions, leadership positions, and significant experience so that it's easier for your reader to catch your achievements.