

Curriculum Vitae(CV) – Preparation Guidelines

1. What is a *curriculum vitae* or CV?

- The Latin meaning of *curriculum vitae* is “the course of one’s life or career” (Jackson & Geckeis, 2003). A CV is similar to and different from a resume.
- Resumes are limited 1 or 2 pages; CVs provide more comprehensive details about your educational and work background, and do not have a page limit.

2. When do I submit a CV instead of a resume?

- A CV could be requested in applications for graduate studies (masters or doctoral programs), research funding or a job in management or post-secondary teaching.
- Uncertain whether a CV or resume is required? Ask.

3. How can I prepare in advance for writing a CV?

- Consider starting a CV master or working file now to record details about your academic studies, work history and accomplishments (e.g., committee work, presentations, publications).
- Then if asked for a CV, you’ll be prepared to develop customized CVs for different purposes.

4. What do I include in my CV?

- Using the same CV or resume for all applications is generally less competitive than submitting customized ones that highlight how you’ve demonstrated the specific criteria or requirements.
- Structure your CV with sections relevant to the requirements. Provide examples that highlight your related knowledge, skills and abilities, attitudes, experience and other accomplishments.
- Critically review CV examples and then write your own. Do not copy. A unique CV will likely be more impressive.

5. How can I customize a CV to strengthen my application for a position?

- Review the specific requirements or criteria for the position.
- Circle the key words for the requirements and sort into categories.
- Name the categories and use each as a heading on your CV, for example:

Academic Coursework	Extracurricular Activities	Research & Development
Committees	General Transferable Skills	Specific Subject Areas (e.g., Assessment, Design, Fieldwork)
Community/Volunteer Service	Intercultural Experience	Teaching
Community Development	Presentations	Technical
Computer	Professional Development	Research & Writing
Communication & Leadership	Projects	Works in Progress
Continuing Education & Certificates	Publications	

- Under each heading, write statements describing how you’ve demonstrated the specific requirements.
- When possible, provide specific examples and quantify results, for example:
Analyzed quantitative and qualitative data for 2 public opinion surveys. Academic projects:
Survey Title and *Survey Title*.

6. What are the sections or components of a CV?

- Each CV is unique. Use your judgment to decide what sections are important to include given your background and goals. Order sections by importance, and add new ones as needed.

References

- CV Tips (2010). *Resumes & CVs*. Retrieved January 17, 2012 from <http://www.cvtips.com/resumes-and-cvs>
- Jackson, A. L., & Geckeis, C. K. (2003). *How to prepare your curriculum vitae* (Rev. ed.). Chicago: VGM.
- Moses, B. (2003). *What next? The complete guide to taking control of your working life*. London: DK.
- Schiebelbein, J. (2001). *Putting your graduate degree to work: The Canadian career & employment guide*. Edmonton, AB: Career and Placement Services, University of Alberta.

CV Checklist

Check (✓) categories of information important to include in your CV. Use your judgment (CV Tips, 2010, Jackson & Geckeis, 2003, Moses, 2003; Schielbein, 2001).

___	<p>1. Personal Information</p> <ul style="list-style-type: none"> Name and address. Contact information (options): ___ phone, ___ fax, ___ email, ___ website
___	<p>2. Highlights / Profile / Key Skills & Accomplishments</p> <ul style="list-style-type: none"> Write brief statements highlighting your related strengths and accomplishments.
___	<p>3. Objective / Educational & Career Objective / Academic Goal</p> <ul style="list-style-type: none"> Briefly state your goal(s): ___ academic, ___ career, ___ professional, ___ research
___	<p>4. Education</p> <ul style="list-style-type: none"> Formal education (completed & in progress): ___ degrees, ___ diplomas, ___ certificates ___ final project, ___ thesis, ___ dissertation ___ brief description or abstract ___ name of supervisor(s), ___ name of examiners
___	<p>5. Scholarships & Awards / Scholarships & Grants</p> <ul style="list-style-type: none"> Name and date of the scholarship or award (most recent first), and name of the awarding institution. Amount of funding (optional).
___	<p>6. Related Knowledge, Skills & Accomplishments</p> <ul style="list-style-type: none"> Identify categories based on the requirements—for example: Community Service, Coursework, Leadership, Presentations, Publications, Research & Writing, Teaching. For each category or heading, write statements about your related knowledge, skills and abilities, attributes, experience and accomplishments. Back up your statements with specific examples from your studies, and volunteer and paid work. Alternately, organize main headings (as indicated below). Under each, write brief statements about your related knowledge, skills and abilities, attributes, experience and accomplishments.
___	<p>7. Teaching Interests & Experience</p> <ul style="list-style-type: none"> State your areas of specialization and competence.
___	<p>8. Research Interests & Experience</p> <ul style="list-style-type: none"> State your research position, the organization and date, and briefly describe your role. Include the names of associates and/or supervisors.
___	<p>9. Publications</p> <ul style="list-style-type: none"> Include: ___ articles, ___ books and ___ chapters (most recent first). List all authors. Note whether you are primary, secondary or joint author. For journals, note if it's refereed. If you have numerous publications, consider including them in an attachment.
___	<p>10. Works in Press</p> <ul style="list-style-type: none"> Submissions accepted for publication, but not yet printed.
___	<p>11. Works in Progress</p> <ul style="list-style-type: none"> Submissions for publication that are under review and not yet accepted.
___	<p>12. Presentations / Lectures</p> <ul style="list-style-type: none"> Include title, place and date (most recent first).
___	<p>13. Professional, Academic & Administrative Experience</p> <ul style="list-style-type: none"> Include paid and unpaid work: ___ committees, ___ executive positions, ___ other
___	<p>14. Special Skills & Qualifications</p> <ul style="list-style-type: none"> Include: ___ languages, ___ quantitative and qualitative research skills, ___ computer skills Other skills and qualifications: ___
___	<p>15. Professional Memberships / Memberships & Associations</p> <ul style="list-style-type: none"> Include: ___ memberships, ___ community/volunteer service
___	<p>16. References</p> <ul style="list-style-type: none"> If not included, write the following: ___ Available upon request, ___ Available at interview ___ attach letters of recommendation if required.
___	<p>17. Portfolio or Teaching Dossier</p> <ul style="list-style-type: none"> A portfolio or dossier presents evidence of your knowledge, skills and abilities, attitudes, and other experience related to the position (e.g., class evaluations, lesson plans, lab reports).