

CREATING A CV

WHEN IS A CURRICULUM VITAE (CV) MORE APPROPRIATE THAN A RESUME?
TYPICALLY, CV IS BETTER FOR ACADEMIA OR RESEARCH PROFESSIONALS

EXAMPLES: GRADUATE SCHOOL ADMISSIONS, ASSISTANTSHIPS, OR
SCHOLARSHIPS

TEACHERS, RESEARCHERS, UPPER-LEVEL ADMINISTRATORS IN HIGHER
EDUCATION

SCHOOL ADMINISTRATORS: PRINCIPALS, SUPERINTENDENTS, DEPARTMENT
HEADS

PROFESSIONAL ASSOCIATIONS: LEADERSHIP APPLICATIONS, PUBLISHING
BOARDS

GRANT PROPOSALS, POST-DOC APPLICATIONS

WHAT DO I KEEP FROM MY STANDARD RESUME?

HEADLINE (NAME, CONTACT INFO)

SIMILAR FORMAT

SIMILAR CONTENT

INCLUDES YOUR EXPERIENCES

INCLUDES YOUR SKILLS

WHAT DO I ADD THAT'S NOT ON A STANDARD RESUME?

OBJECTIVE STATEMENT

EDUCATION - EXPAND ON YOUR EDUCATIONAL BACKGROUND

ADD YOUR MASTER'S THESIS, PROJECT, AND/OR DISSERTATION TITLE(S)

INCLUDE THE NAME OF YOUR ADVISOR

TEACHING EXPERIENCES AND INTERESTS

RESEARCH EXPERIENCE AND INTERESTS

RELATED EXPERIENCES: INTERNSHIPS, PRACTICUM, AND/OR FIELDWORK

GRANTS RECEIVED

ACADEMIC AWARDS

SPECIAL TRAININGS

SCHOLARSHIPS AND FELLOWSHIPS

FROM PURDUE UNIVERSITY'S CCO CSH "DEVELOPING A WINNING CV"