CREATING A CURRICULUM VITAE

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