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Guide to the Curriculum Vitae

What is a CV?

A curriculum vitae (CV) is a comprehensive professional document designed to market oneself by highlighting academic accomplishments. It is typically used by upper-level undergraduate students, graduate students, Ph.D students, and academic and/or research professionals seeking an academic, research or international career path. Ideally, the well-composed CV markets you as a highly qualified and knowledgeable expert in your field through diverse professional development experiences and associations, as well as capturing your comprehensive **bibliography** on their topics of study.

What goes on the CV?

You are not limited by a page limit, and instead use the document as a portfolio to capture a complete range of your experience.

How To Build Your CV

Typical CV Content Areas

- Contact Information
- Education and Degrees
- Capstones, Thesis, Dissertation
- Research/Labs
- Work/Field Experience

Additional Content Headers

- Publications
- Volunteer Activities
- Student Teaching
- Clinical Experience/Hours
- Professional Certifications
- Technical/Computer Skills
- Professional Affiliations
- Language Proficiencies
- Travel
- Accomplishments
- Military Experience
- Related Coursework
- Internship Experience

Things to Consider

A Curriculum Vitae has the latitude to capture a lot more of your professional experience beyond your resume.

A resume will ideally be designed to only capture the most relevant experience and skills, a CV will leave that responsibility of skill and expertise analysis to the reader.

Formatting

A Curriculum Vitae is often available online through faculty websites, personal portfolios, and public repositories. Therefore, there is increased importance in ensuring continuity of content between digital and print formats. Suggestions:

Margins: Adjust the margins to accommodate the look and length of your resume.

Font: For ease of readability, use 12-point font. Sans serif fonts such as Times New Roman or Garamond are easy to read and comprehend. Font should be black, additional colors are not necessary.

Appearance: Utilize consistent formatting and insert stylistic differences through bold, italic, and underlined font, sparingly. It should be easy to read with appropriate white space.

Did you know?

Faculty members (your professors!) often have their CVs posted publicly, usually on their department's website.

The University of Maine System is an equal opportunity institution committed to nondiscrimination.

Your Name Here
Field or Academic Department
Professional Address
City, State, ZIP
Professional Email / Work Phone #

Formatting
Organize sections by importance to the author, chronological involvement level, etc.

ACADEMIC POSITIONS
2017- Current **Assistant Professor** of _____, The University of Maine, Orono

EDUCATION
2017 **Ph.D.** Doctoral Program in _____, University of Maine. Dissertation: "_____"; _____
2007 **Master of** _____, School of _____, University of Maine. Thesis: _____
2007 **Graduate Certificate in** _____, University of Maine.
2003 **B.A. in** _____, _____ and _____ (Minor/Concentration), University of Maine, Orono, ME, *Magna Cum Laude*.

FELLOWSHIPS AND AWARDS
2021-2022 Mentee. Titled Mentoring Program, University of Maine.
2019-2020 Research Fellow, School of _____, University of Maine.

GRANTS
2019 Team Member, Creating a University of Maine System Collaborative Grant Program Title, University of Maine Initiative Title. (PIs: _____ & _____.)

PEER REVIEWED PUBLICATIONS
Doe, J.M. (2021). An academic publication: How to create a real-sounding academic article for a collegiate infographic. *Journal Title, 2*6(4), 441-451. https://doi.org/xxxxxxx
Doe, A.M., **Doe, J.M.** (2020). A slightly older academic publication: Capturing a whole career development picture. *The Title of an Established Academic Journal, 29*(2), 21-23. https://www.umaine.edu/career/

IN PRESS
Doe, J.M. (In press). Research Title: Including the full scope of your career in academic portfolios. *Academic Journal Title*. https://doi.org/xxxxxxx/

IN PREPARATION
Doe, J.M. (In preparation.) Logics of post-doc publications: Keep on chooglin' Target journal: *Esteemed Journal Title*

Cite Yourself!
Your publications, presentations, and professional materials should be presented in the correct citation format as is industry standard for your profession: APA, MLA, Chicago, etc. Make sure to use **bold** font for your name!

RESEARCH EXPERIENCE
2019-2021 Team Member. **Creating a University of Maine System Collaborative to Reduce the** _____. (PIs: _____ & _____, University of Maine).

ADDITIONAL METHODOLOGICAL TRAINING
2013 **Qualitative Comparative Analysis (QCA) and Fuzzy Sets.** _____ Association Pre-Conference Course. New York, NY. August 9.

TEACHING EXPERIENCE (*redesigned, +developed)
2010-2011 **(Course Designation and Code): Title of Course**, Role in Course, Winter 2012, 59 students
2010-2011 **(Course Designation and Code): Title of Course**, Role in Course Primary Instructor: Professor _____, Winter 2011, 59 students

PEDAGOGICAL TRAINING
2018 **Teaching with** _____ **of Practice**. Center for _____. University of Maine. October 2018-March 2019 (monthly).

POST-MASTERS PRACTICE EXPERIENCE
2007-2010 **Title of Role**, Name of Company, Agency, Organization etc. Location, State/Country. Description of responsibilities, tasks, objectives, deliverables. Bulleted lists and narratives are both acceptable formats.

PARAPROFESSIONAL PRACTICE EXPERIENCE
2007 _____ **Intern**, Name of Company, Agency, Organization, etc, Location, State/Country. Description of responsibilities, tasks, objectives, deliverables. Bulleted lists and narratives are both acceptable formats.

PROFESSIONAL AFFILIATIONS
Society for _____ Research
_____ Honor Society

MANUSCRIPT & CONFERENCE REVIEWS
2021 **Reviewer**, *Title*.
Reviewer, Society for _____ Research, "Title of Manuscript Under Review" Tracks.

OTHER SERVICE

What about the other parts of my life?

Related Experience (related jobs from outside field/sector): Describe roles and positions you have held that may not necessarily fall in the other categories. Ideally, you will include transferable skills, along with brief descriptions that emphasize results and accomplishments.

everything else!

What do I include?

Formatting Tip!
Keep the bibliographic style, indentation, and alignment consistent throughout your CV!

Identifying Information: Full Name, Phone Number, Professional Email Address, Location (Full address is not needed), Personal Website, Portfolio, or LinkedIn

Consult!
Talk to your department and academic advisors on specific structure or wording expected in your industry.

Dissertation, Thesis, Capstone!
Provide the title and a brief description of your work, conclusions, who directed the work, and possible readers. These are typically included under the education header. If you are a recent graduate, this tends to be a more critical building block of your CV.

Recent and Current Research:
List your current research projects, helpful inclusions can be the type, methodology of research or a brief narrative about the purpose, scope, or interest.

Para/professional Experience:

These positions relate directly to your field of study; provide your role, the organization, department, and institution. Include city, state, and dates, along with short descriptions of responsibilities and accomplishments.

Tip: Professional Experience can also include fieldwork, consulting, and before, mid, and postdoctoral work. Your discipline has a standard for what is typically included/excluded. Talk to your faculty.

Certifications, Licensure, and Endorsements:

List all relevant certifications, licensure, and endorsements, and the year they were each received.

Your Name Here

Field or Academic Department
University of Maine
City, State, ZIP
Professional Email / Work Phone #

EDUCATION
FELLOWSHIPS AND AWARDS
GRANTS
PEER REVIEWED PUBLICATIONS
IN PRESS
INVITED TALKS
PRESENTATIONS
RESEARCH EXPERIENCE
ADDITIONAL METHODOLOGICAL TRAINING
TEACHING EXPERIENCE (*redesigned, +developed)
PEDAGOGICAL TRAINING
POST-MASTERS PRACTICE EXPERIENCE
PARAPROFESSIONAL PRACTICE EXPERIENCE
PROFESSIONAL AFFILIATIONS
MANUSCRIPT & CONFERENCE REVIEWS
OTHER SERVICE

The CV above is an example of header formatting that can be used. While it is tailored for those in the academic and research setting, the overall formatting and comprehensive use of sections can be useful. It has had its content removed.

Tips and Frequently Asked Questions

A CV is less constrained by "industry optimized" resume strategies. The content on the CV is largely static; the experience and capacity you convey with them typically stays the same, and accumulates over time. The onus of analyzing the relevance to an employer falls on the employer themselves, by researching their candidate's expertise, fields, and publications.

Curriculum Vitae

CV offers a bibliography of an individual's contribution to the wealth of knowledge, research

Captures all levels of academic, expert, and lived experience

Employers are responsible for analyzing expertise

Tend to be more structurally diverse

Project your topical expertise!

Resume

A Resume is intentionally crafted to provide the most relevant information in a consumable format

Often prioritizes employment, internship experiences

Candidate is responsible for marketing their candidacy

Industry, cultural, and contemporary standards are critical

Demonstrate your transferable skills!

CV or Resume?
Though the term CV and Resume may be used interchangeably outside of the United States and Canada, the American resume can differ drastically from a CV. Contact the Career Center if you need further support converting a CV into a resume.

Optional Additions:
Projects
StartUps
Products
Presentations
Lectures
Trainings
Facilitated
Service Learning
Athletics
Mentoring
Visual Portfolios
Github

Access
Your CV can be available as a live document within your professional spaces, keeping it updated in between instances where you submit it can help other learners and professionals learn about you. Beyond the hiring sphere, it could lead to new opportunities and collaborations!

Showcase your accolades!
Be true to your expertise: capture those awards, merits, and displays of acadmic excellence

CV Checklist:

- [ ] **Readability**
  Is the CV easy to read? Use san serif font, appropriately sized, and sufficient white space to enhance readability.
- [ ] **Style**
  Does the CV have a professional appearance? Maintain a consistent style throughout, including formatting, bullet points, and alignment. Check that font styles, sizes, and bullet points are uniform throughout to create a cohesive look.
- [ ] **Sections**
  Are all relevant sections included? Ensure your CV has clearly defined sections such as education, publications, research, experience, skills, and any additional categories.
- [ ] **Comprehensive**
  Does your CV include expert-level technical and professional terms? It should emphasize one's expertise and grasp of concepts within your field.
- [ ] **Spelling and Grammar**
  Is the CV free of spelling and grammatical errors? Thoroughly proofread to eliminate typos and errors, as these can undermine professionalism.
- [ ] **Concision**
  Is the information presented concisely? Aim to express your achievements and experiences in a clear and succinct manner without unnecessary jargon.
- [ ] **Verb Tense**
  Are the verb tenses used correctly? Use past tense for previous roles and present tense for current positions to maintain clarity.
- [ ] **Explanatory**
  Are acronyms and specialized terms explained? Ensure that any acronyms or technical jargon are explained, making the CV accessible to all readers.