



NORTHERN ILLINOIS UNIVERSITY

Career Services

Division of Academic Affairs

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The Curriculum Vita

A curriculum vita or CV is an **academic resume** that highlights your scholarly accomplishments. Most students compose a CV while in graduate school, or for their application to graduate schools. Begin your CV early and revise it as you progress through graduate school.

A CV grows in length throughout your academic career. There are no length restrictions.

Formats vary. See below for common CV content though it is advised that you consult with faculty, advisors, or others in the discipline to highlight the most relevant sections for a CV in that area.

Important Note: Your CV should highlight those activities that are most pertinent to the position to which you are applying. For example, if the position emphasizes teaching, research and grant writing, your CV should go into greatest detail in those three areas of endeavor. Order your content according to relevance to the position you are applying for.

Do not use templates accessible via MS Word or Internet job sites – it will place unnecessary restrictions on what you include and how you include it.

Potential CV Content

Contact information

Include your name, address, phone, fax, and e-mail for home and office, if applicable.

Education

Indicate your major, type of degree, and the date each degree was (or will be) awarded for each postsecondary school attended. Eventually you'll include titles of theses or dissertations and chairs of committees.

Teaching Experience

If applying for an academic teaching position, this is the section for which you will likely want to provide the most detailed information. List any courses (by course title, not course number) that you assisted with as a TA, co-taught, or taught. Note the institution, role held in each, and supervisor. Include descriptive information about the course (e.g., undergraduate or graduate level, number and majors of students, notable teaching methods). If you have student or supervisor evaluations, you can summarize the evaluations, and/or indicate that evaluations are available upon request.

Professional Experience

List relevant work experience, emphasizing those responsibilities that bear similarity to the position to which you are applying.

Research Experience

List assistantships, practica, and other research experience. Include the institution, nature of the position, duties, dates, and supervisor.

Statistical and Computer Experience

This section is especially relevant for research-oriented doctoral programs. List courses that you've taken, statistical and computer programs with which you're familiar, and data analysis techniques in which you're competent.

Grants Awarded

Include title of agency, projects for which funds were awarded, and dollar amounts.

Publications

Separate publications into sections for articles, chapters, reports and other documents. Document each publication in the citation style appropriate for your discipline. For information on standard publication styles, visit the Modern Language Association at www.mla.org/MLA-Style, or the American Psychological Association at www.apastyle.org.

Note: If you have a great many publications, you might want to only list the most pertinent or impressive publications, and indicate that a full list of publications is available upon request

Conference Presentations

Similar to the section on publications, separate this category into sections for posters and papers. Use APA or MLA style.

Exhibits or Performance Record

These can be included for art, music or theatre art positions.

Professional Activities

List service activities, committee memberships, administrative work, lectures you've been invited to deliver, professional workshops you've delivered or attended, editorial activities, and any other professional activities in which you've engaged.

Honors and Awards

List each award, granting institution and the date awarded. If you have only one award (e.g., graduation honors), consider incorporating this information within the education section.

Professional Affiliations

List any professional societies with which you're affiliated.

Research Interests

Briefly summarize your research interests with four to six key descriptors.

Teaching Interests

List courses you're prepared to teach or would like the opportunity to teach.

Certifications

List the names of relevant certifications, the granting organization, and date received.

Community Involvement/Volunteer Experience

List the names of the organizations and dates. Highlight leadership accomplishments.

Educational Travel

Names of countries, dates, and the purpose of the activity.

Foreign Language Skills

References

Provide names, job titles, phone numbers, addresses, and e-mail addresses for your referees. Ask their permission beforehand and be sure they will speak highly of you. This can be the final category or a separate page.

In Conclusion

Present items in reverse chronological order within each category of the CV. Your CV is a statement of your accomplishments, and most importantly, is a work in progress. Update it frequently and you'll find that taking pride in your accomplishments can be source of motivation

Recommended Resources

University of Illinois at Urbana-Champaign, The Graduate College – Curriculum Vitae
Purdue University Online Writing Lab – Writing the Curriculum Vitae