

What Goes in a CV?

A CV is a document for **presenting your qualifications for academic employment**. It's a comprehensive overview of your academic and professional accomplishments, as opposed to a résumé which is more of a qualification snapshot tailored to each position you apply for. Unless otherwise specified, assume that academic positions at four-year universities and some community colleges require CVs and all other positions require résumés.

When to Use a CV

When applying for:

- Academic and research positions
- Grants, fellowships and awards
- Some graduate school programs

CV vs. Résumé

CV:

- Academic, research or scientific
- Detailed summary; no page limit
- Goal is to construct scholarly identity
- Include references

Résumé:

- Industry employment in the U.S.
- Brief synopsis; one to two pages maximum
- Goal is to construct a snapshot of your professional identity

CV Formatting

- Required Sections: Name, email, phone number, mailing address, education, and links to portfolio and/or LinkedIn
- Recommended Sections: Publications, dissertation/thesis, conferences, presentations, teaching experience, study abroad, lab or specialized skills, academic service, community involvement, certifications/licenses/credentials, research experience/techniques/interests, professional/work experience, membership or professional affiliations, languages, summary/profile, leadership, volunteer work/service, fellowships or grants, honors/awards/distinctions