

Curriculum Vitae

What is a Curriculum Vitae?

Typically you'll be asked to provide a curriculum vitae (CV) for select graduate programs and academic employment opportunities. While a résumé is used to show your employability, a CV is used for constructing your academic identity.

It's alive! Treat your CV as a working document that you are frequently adding your experiences and education to (even when you are in a committed job).

How to Format a CV:

Use the same header for all your application materials.

There is no page limit (typically a CV is 2-4 pages based on academic longevity & experience). However, longer does not mean better. Like a résumé, be concise.

Unlike a résumé, which is very selective for each application, your CV should be holistic and include all relevant experience.

The example here is only one variation. You can change the organization of information and what information you share. Ask your academic advisor for the general layout based on a discipline. Just make sure everything flows logically and chronologically.

Quick Tips:

- > Make good use of space; too much white space is bad.
- > Pick a readable font and stick to it.
- > Keep the most important information near the top of the page.
- > Your name should be the first and largest font on your CV.
- > Proofread. There is no excuse for mistakes. Have a peer, mentor, or a CEL staff member review your CV before you submit it!

Your Name

Street Address, Town, State, Zip Code
555.555.5555 • your.email@yotes.collegeofidaho.edu

Education

The College of Idaho, Caldwell, ID

Bachelor of Arts in Subject, Graduation Year GPA: 3.6/4.0

Minors: subject, subject, subject

Studied Abroad: Location, Year

Related Coursework

List

Research

Title of Project *Date*
Brief description.

Awards & Honors

- Leadership Award *Date*
- Research Award *Date*
- Special Recognition *Date*

Professional Presentations

Title of Project *Date*
Presented at the blank professional conference in blank location.

Professional Affiliations & Memberships

Member of National Association Name *Since this Date*

Work/Leadership Experience

Your Title at Employer Name *Dates of Employment*
City, State

Experience Statement: what you did, how you did it (skill you gained), and why it was important.

Related Co-Curricular Experience

Your Title at Organization Name *Dates of Employment*
Experience statement:

Languages

Basic competencies in....

Advanced understanding and use of...

THE COLLEGE
of IDAHO



Details

1) Curriculum Vitae Templates:

Do not use a Curriculum Vitae (CV) or resume template. Templates constrict your ability to format more than they help. You have the liberty to format your CV how ever you choose, but this is not the time to be flashy. Be consistent and simple. If you have questions or uncertainty about formatting, the CEL staff is ready to assist you! Tip: You can create a table in a word document which will allow you to format each section of your CV independently. When you are done creating your CV just make sure the lines of the table are invisible!

*Use your CV to capture your academic courses through your accomplishments.

2) CV Sections:

You can add or subtract sections on your CV. If you don't have the experience, don't add it. For example you could add:

- Areas of Specialization
- Publications
- Teaching Experience
- Grants
- Relevant Coursework -

or subtract:

- Address - provides a chance for discrimination especially when applying outside application area.
- GPA: If they don't ask, don't tell. If your GPA is lower than the minimum requirements.

3) Experience Statements:

This is will be a pretty simple part of your CV. An "Experience Statement" needs to be extremely concise and informative. Briefly answer what, how, and why.

Organized	Reviewed	Aided	Developed	Examined	Hosted
Managed	Communicated	Motivated	Edited	Planned	Analyzed
Promoted	Solved	Supported	Supervised	Interacted	Directed
Improved	Maintained	Facilitated	Coached	Negotiated	Presented

- What - What did you do in this position? This is where you will use action verbs such as:

With creative thinking	Through reasoning	By problem solving	Utilizing training information
By collaborating	By making decisions	Through development of	With attention to detail

- How - How did you accomplish this? Think of a specific skill you gained or used such as:
- Why - Why is this important? Try answering questions like: What outcome did your work have? Who benefited from your work? Did you create something that continued after you left?

Example: **(What) Developed and implemented a fundraiser on campus**
 (How) by collaborating with staff and students
 (Why) to raise money for Relay for Life.