

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).

Formatting: 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. 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

Research

Title of Project *Date*
Brief description.

Awards & Honors

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

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*

Languages

Basic competencies in....
Advanced understanding and use of...

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