



### What is a Curriculum Vitae?

A Curriculum Vitae or CV is a brief biographical summary of a person's career and training, used when applying for jobs or graduate schools. CV's are most commonly used when applying for academic and education positions, as well as scientific and research positions. CV's are also commonly used when applying for fellowships and grants.

CV's are commonly used in Europe, The Middle East or Asia, where it is also more common to place more personal information such as nationality, date of birth and gender. Pictures may be requested in these countries as well. In North America however, résumés are more commonly used and the more personal information and picture is not requested.

### What is the difference between a résumé and a CV?

There are several differences between a CV and a résumé. CVs are far more detailed synopsis of your training and skills. A CV includes a summary of your educational and academic backgrounds, teaching and research experience, publications, presentations, awards, honors and affiliations. Just as with a résumé, you will need to tailor your CV to the different types of positions you apply for.

### What should be included in a CV

A curriculum vitae should include your name, contact information, education, skills and experience. In addition, a CV should include research and teaching experience, publications, grants and fellowships, professional associations and licenses, awards and other information relevant to the position you are applying for. Start by making a list of all your background information then organize it into categories. Make sure you include dates on all the publications you include.

### Suggested Categories

#### Your Contact Information

Name  
Address  
Telephone  
Cell Phone  
Email

#### Personal Information

Date of Birth (When applying outside of North America)  
Place of Birth (When applying outside of North America)

Citizenship (When applying outside of North America)  
Visa Status (When applying outside of North America)  
Gender (When applying outside of North America)

### **Employment History**

(List in chronological order, include position details and dates)

Work History

Academic Positions

Research and Training

### **Education**

(Include dates, majors, and details of degrees, training and certification. Also include name of institution, city, province (and country if you are applying abroad), degree type (i.e. BA, MSc PhD), areas of concentration, month and year degree was (or is expected to be) received.)

Postgraduate work: thesis/dissertation titles, honours

Graduate work: major/minors, thesis/dissertation titles, honours

Undergraduate degree(s): major/minors, thesis titles, honours

Post-Doctoral Training

### **Professional Qualifications / Professional Memberships**

Certifications and Accreditations

Computer Skills

### **Awards/Grants**

Include name of grant, name of granting institution, the date received, and title/purpose of research project.

### **Publications / Books**

### **Skills**

Language abilities, relevant International travel

### **Interests**

### **Things to remember when writing a CV:**

- Ensure the information is relevant
- Focus your CV around your accomplishments, same as with a résumé.
- Use reverse chronological order
- Ensure that there are no grammatical errors

### **References**

Reference List should be on a separate page.