

# CURRICULUM VITAE (CV) WRITING

A curriculum vitae or CV is a comprehensive biographical statement (usually 3+ pages) that emphasizes qualifications/activities and is organized so most relevant areas stand out: It should be clear, concise and consistent. Unless a vita is requested, send a résumé.

## WHEN WILL I USE A CV?

Other cultures often expect a CV, but the expectations vary greatly. Please research CV writing tips and strategies for other countries as they will differ from the tips provided here.

In the United States, a CV is often used in higher education in the following ways:

- To focus on academic pursuits, omitting material not directly related to educational background/achievement.
- To address faculty roles such as teaching: courses taught/developed, research, service, professional memberships and presentations.
- To seek teaching or research positions.

You may also use a CV for these activities:

- Locate or change positions.
- Update personnel records.
- Respond to public announcements.
- Re-enter the labor market.
- Develop a biography.

You may use a CV in the following ways:

- Grant proposal support documentation.
- Work annual review.
- Part of application process.
- Presentation introduction background.
- May accompany a portfolio.

## TO GET STARTED...

Brainstorm everything you can imagine to include, both educational and professional history. Then, decide what to include and exclude. Write a draft and experiment with format and relevant information. Adapt your CV to fit various needs, and update your information at least once a year.

## SUGGESTED CV TOPICS

- Education
- Professional Studies
- Thesis
- Master's Project
- Comprehensive Areas
- Dissertation Title
- Professional Competencies
- Professional Highlights
- Course Highlights
- Areas of Knowledge
- Areas of Expertise
- Areas of Experience
- Professional Experience
- Teaching Experience
- Research Experience
- Administrative Experience
- Consulting Experience
- Related Experiences
- Distinctions
- Academic Service
- Professional Service
- Faculty Leadership
- Committee Leadership
- Departmental Leadership
- Professional Activities
- Scholarly Presentations
- Conference Presentations
- Convention Addresses
- Workshop Presentations
- Conference Participation
- Conference Leadership
- Memberships / Affiliations
- Professional Organizations
- Professional Certifications
- Licensure
- Special Training
- Teaching Interests
- Academic Interests
- Research Interests
- Educational Interests
- Professional Interests
- Scholarships
- Awards / Honors
- Fellowships
- Publications
- Exhibits/Exhibitions
- Academic Accomplishments
- Activities
- Foreign Studies
- Travel Abroad
- Foreign Languages
- References

## FORMAT AND STYLE

- See style and layout (margins, font size, etc) suggestions in Résumé section.
- Your name and page number should appear on each page.
- Do not include religion, race, ethnic background, photo, marital status, dependents, sex, age, height, weight.

## OUTSIDE READERS/CRITICS

The following people should review your CV before you send it out:

- Professional who knows you well enough to spot any significant information you may have omitted.
- Professional who does not know you well and will read critically (important choice since most of your readers will fall into this category).
- Hiring personnel officer you know.
- Career Center staff member.



**MURRAY STATE**  
UNIVERSITY

## CAREER SERVICES

100 OAKLEY APPLIED SCIENCE BUILDING | 270.809.3735

[MURRAYSTATE.EDU/CAREER](http://MURRAYSTATE.EDU/CAREER)



**IMA RACER**

123 Racer Dr | Murray, KY 42071 | 270.123.1234 | iracer@murraystate.edu

**SUMMARY OF QUALIFICATIONS**

- Organized event planner, strategically aligning resources and problem solving to meet participant needs
- Engaging communicator with teaching and public speaking experience, proficient in Prezi and PowerPoint
- Critical and analytical thinker with research experience, proficient in IBM SPSS Data Analysis and Excel
- Proactive collaborator, thriving in diverse teamwork situations
- Familiar with truth functions, theoretical application, and cognitive acquisition

**EDUCATION**

**Murray State University** (MSU); Murray, KY  
*Bachelor of Science*: May 20XX

- Sociology & Psychology Majors | Philosophy Focus
- GPA: 3.43

**TEACHING EXPERIENCE**

**S.T.A.N.D. Mentoring**; Murray, KY  
*Director*: August 20XX – present

- Coordinate meetings, events, training sessions and fundraisers
- Mentor large groups of students on masculinity, diversity and civic responsibility

**MSU Department of Psychology**; Murray, KY

- Guest Lecturer*: August 20XX - present
- Develop lectures on various topics in diversity and cognitive acquisition
  - Create numerous Prezi presentations for website (Canvas)

**PUBLICATIONS/PRESENTATIONS**

"Platinum and Lead in the Primary Cosmic Radiation," A.B. Smart, A.B. Success, A.B. Research, and A.B. Over, Astrophysical Journal Letters (to be submitted)

"The Cosmic Ray Abundances of the Platinum-Lead Elements as Measured on HEAO-3," A.B. Smart, A.B. Success, A.B. Research, and A.B. Over, Proceedings of the 18th International Cosmic Ray Conference, Bangalore, India (19XX), paper OG1-22.

**RESEARCH EXPERIENCE**

Racer, I., & Faculty, H., (20XX, March) Title of really interesting study. Poster presented at North Central Sociological Association, Chicago, IL

Racer, I., & Faculty, H., (20XX, December) Professional resume reviews increase response rates. Poster presented at South Eastern Psychological Association, New Orleans, LA

Pickard, J., Faculty, H., Racer, I., (20XX, September). Suits as the gold standard: interview attire opinions across fields. Murray State University, Murray, KY.

Racer, I. (20XX, February). Student athlete resumes: special population study. Poster presented at KEOPP, University of Louisville, Louisville, KY.

Racer, I., Faculty, H., & Faculty, H. (20XX, April). Ageism: Graduation dates and the resume. Poster presented at the 46th annual Anthropologist and Sociologist of Kentucky, Danville, KY.

**VOLUNTEER EXPERIENCE**

**Needline** (food pantry): 20xx – 20XX

**MSU Women’s Center: Advocate**, 20xx – 20XX

**MSU Office of International Education: Conversation Partner**, 20xx – 20XX

**MSU BRIDGE** (orientation for incoming at-risk students): June 20XX

**LEADERSHIP EXPERIENCE**

**Psychology Club: President**, 20xx – 20XX

**Philosophy Club: Member**, 20xx – 20XX

**Sociology Club: Planner**, 20xx – 20XX

**AWARDS**

1st Place Research Poster, KAEOPP Conference, 20XX

Dan Engle Psychology Scholarship Award, 20xx – 20XX

Student Support Service Scholarship Award, 20xx – 20XX

**TECHNICAL SKILLS**

**Research**: IBM SPSS Data Analysis and Excel

**General**: Microsoft Word, PowerPoint and Publisher