CURRICULUM VITAE (CV) VS. RESUME

This information is intended as a general guideline. There are variations within each field. Please check with your advisor and other available resources to be sure that you are using the standards for your academic field.

CATEGORY	CURRICULUM VITAE	RESUME
CORE IDENTITY	Present a scholarly identity. Curriculum vitae include a summary of education and academic backgrounds as well as teaching and research experience, publications, awards, presentations, honors, affiliations, and conference attendance and presentations.	Present a professional identity. A resume is a summary of skills, experience, and education relevant to the career goal.
LENGTH	Appropriate page length may be two to four pages (can be many pages for senior scholars/researches).	One page to apply. Two pages for extensive years of experience or as a leave-behind at the interview.
WHEN USED	Used primarily when applying for academic, education, scientific, or research positions. Also applicable when applying for fellowships or grants.	Used as an application to target specific jobs, internships, or part-time opportunities.
CONTENT	List everything related to your accomplishments in academia: educational and academic interests as well as teaching and research experience, publications, presentations, awards, honors, affiliations, and other details.	List information that is relevant to your qualifications for the position: education, experience, and skills. The goal of a resume is to get an interview.
FONT	12 point font	10 – 12 point font
MARGINS	1 inch margins on all sides. Keep margins consistent.	0.7 to 1 inch on all sides. Keep margins consistent.
NAME	Centered at top.	Place at top. Centered, left, or right justification also acceptable.
HEADING	For humanities/social sciences typical to place "Curriculum Vitae" above or below name. Title not included for science, math, economics, or technical fields.	Never label the resume.
DATE	Optional information. Place date under the words "Curriculum Vitae" or can be noted at the end of the CV.	Never listed.
ADDRESS	List both institution and home addresses.	List city, state, and zip code only. May list permanent and current addresses if relevant.
PERSONAL INFORMATION	Address, phone, email are the only personal information listed. In the U.S., the following information is never included on a CV: birthdate, age, marital status, birthplace, citizenship, race, ethnicity, or a photograph.	Address, phone, email only. In the U.S., the following information is never included on a resume: birthdate, age, marital status, birthplace, citizenship, race, ethnicity, or a photograph.
CATEGORY	CURRICULUM VITAE	RESUME

EDUCATION	Always listed first. List degree first, then the major and institution. List titles of dissertation/thesis.	List first when education is recent and/or it pertains specifically to the position. Education will move to bottom of resume when experience becomes most relevant to the position.
LICENSURE AND CERTIFICATION	List when applicable to career field. This section can follow Education or can come at the end of the CV. Follow the style accepted in your field.	List when applicable to career field. This section can follow Education or can come at the end of the resume.
RESEARCH INTERESTS	Briefly list topics of interest (e.g., cognitive development, affective decision-making).	Not included in a resume unless relevant to the position.
EXPERIENCE SECTIONS	Research is listed first for tenure track positions. With adjunct positions, flexibility to put Teaching experience first.	Target the resume to the position. The most recent experience is listed first.
RESEARCH EXPERIENCE	List position, lab, location, and dates with bullet points to detail duties and accomplishments. Include name of supervisor and/or Principal Investigator (PI).	List position, laboratory, location and dates with bullet points to detail duties and accomplishments.
TEACHING EXPERIENCE	List your title (Lecturer, Teaching Assistant, etc.) and course titles, but no course numbers. Do not list duties or description unless you have designed and/or solely-taught the course.	List your title and course title, but no course numbers. Use bullet points to list duties and accomplishments. Include information about level, classification of students and the number of students in the class.
PUBLICATIONS PEER REVIEWED	List all publications using the appropriate citation style for the field of study (APA, MLA, Chicago, etc.).	Optional section. If listed, select only the most relevant and use appropriate citation style.
PUBLICATIONS NON-PEER REVIEWED	Make this a separate section. For CVs, non-peer reviewed publications do not carry the same weight as peer-reviewed publications. But if lacking in peer-reviewed publications, this section will demonstrate writing abilities.	Optional section. If listed, select only the most relevant and use appropriate citation style.
PRESENTATIONS	List presentations at conferences, workshops, etc. in appropriate citation style. Indicate the type of presentation: poster, sole presenter, or co-presenter.	Optional section. If listed, select only the most relevant and use appropriate citation style.
FELLOWSHIPS	List separately or with Honors/Awards. List vertically, in reverse chronological order.	Include with Honors/Awards. May be listed vertically or horizontally.
HONORS/AWARDS	List vertically in reverse chronological order.	List vertically or horizontally in reverse chronological order.

CATEGORY	CURRICULUM VITAE	RESUME
LANGUAGES	List vertically, detailing proficiency in reading, writing, and speaking	List in separate section or within Skills section. Can list horizontally to save space.
SKILLS	List skills pertinent to the field: computer, laboratory, technical, statistical databases, etc.	List skills pertinent to the field: computer, laboratory, technical, statistical databases, etc.
PROFESSIONAL AFFILIATIONS	List vertically. Add offices held if relevant.	Include if the affiliation is pertinent to the position.
REFERENCES	List vertically with name, title, address, phone, and email. (Jane Smith, PhD or Jane Smith, MD; do not use Dr. Jane Smith.)	Not listed on resume - use a separate sheet and submit only when requested. Do not include "References Available Upon Request" on the resume.
HEADINGS CAN BE ADDED BASED ON UNIQUE EXPERIENCE AND BACKGROUND	Examples of additional headings include: Invited Talks, Conferences, Media Coverage, Department/University Service (committees), Extracurricular Activities (student groups), and Community Involvement.	Headings are targeted to a specific job to highlight relevant experience. Examples include: Management Experience, Leadership Experience, Writing Experience, Publishing Experience, etc.

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CURRICULUM VITAE (CV) GENERAL TEMPLATE
Categories may differ based on academic field.

NAME
Curriculum Vitae
Date (Optional)
Address (City and State for Home and Institution)
Phone • Email

Design the CV in a Word document for ease in formatting. Convert to PDF file prior to submission.

EDUCATION

PhD, Degree concentration, date expected or earned
Texas Tech University, Lubbock, Texas
Dissertation/Thesis Title
Dissertation/Thesis Advisor (if ABD)

MA/MS Degree, Major, date earned
Institution, City, State
Thesis

BA/BS Degree, Major (Minor), date earned
Institution, City, State

LICENSURE/CERTIFICATION (if applicable)

[**Include blank line for white space between each main heading**. Since the CV may be many pages long, use white space appropriately. This section may also come at the end of the resume, but before References.]

RESEARCH INTERESTS

RESEARCH EXPERIENCE

Title, Institution, city, state, date
Title, Institution, city, state, date
[No space needed between the listings of experience, but you have as many pages as necessary, so use adequate white space for readability.]

TEACHING INTERESTS

TEACHING EXPERIENCE

Title, Institution, city, state, date

CLINICAL EXPERIENCE

Title, Institution, city, state, date

PROFESSIONAL EXPERIENCE

Title, Institution, city, state, date

PUBLICATIONS

Be sure to use appropriate citation style for your field of study and list in reverse chronological order.

PRESENTATIONS

Be sure to use appropriate citation style for your field of study and list in reverse chronological order.

CONFERENCES ATTENDED

INVITED TALKS

HONORS/AWARDS

GRANTS/FELLOWSHIPS

ACADEMIC SERVICE

PROFESSIONAL AFFILIATIONS/MEMBERSHIPS

LANGUAGES (List language and level of proficiency.)

SKILLS

REFERENCES