

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. |

Next Page:

CURRICULUM VITAE (CV) GENERAL TEMPLATE

Categories may differ based on academic field.



NAME

Curriculum Vitae

Date (Optional)

Address (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