

## **GOVS CURRICULUM VITAE (CV) TIP SHEET**

A curriculum vitae (CV) is a detailed document that provides a thorough overview of an individual's professional and academic history, typically spanning three or more pages. It is designed to present qualifications, experiences, and achievements in a structured format, allowing for easy access to the most relevant information. When creating a CV, clarity, conciseness, and consistent formatting are essential to ensure that it is professional and easy to read.

In many cases, it is advisable to submit a resume rather than a CV unless a CV is specifically requested. It's also important to recognize that expectations for CVs can differ significantly across various cultures, making it crucial to understand these cultural nuances when applying for positions internationally. Researching comprehensive tips and strategies for CV writing can greatly enhance the effectiveness of this document.

### **WHAT TO KNOW ABOUT CVs:**

- Focuses on key aspects of academic and professional development.
- Emphasizes academic achievements and related material only.
- Addresses faculty roles: teaching, course development, research, service, professional memberships, and presentations.
- Assists with job searches for teaching or research positions.
- Aids in updating personal records and responding to job announcements.
- Supports re-entering the labor market and creating professional biographies.
- Provides documentation for grant proposals and annual reviews.
- Serves as part of the application process and offers presentation background information.
- Complements a professional portfolio.

### **TO GET STARTED:**

Identify all potential elements to include, then evaluate which details align best with your objectives. Once you've streamlined this information, create a compelling draft of your CV. Tailoring your CV to each job application or professional opportunity is crucial for making strong impressions. Commit to updating your information at least once a year to keep it fresh and relevant.



## SUGGESTED CV TOPICS:

- |                              |                               |                             |                              |
|------------------------------|-------------------------------|-----------------------------|------------------------------|
| • Education                  | • Professional Studies        | • Thesis Papers             | • Master's Projects          |
| • Comprehensive Areas        | • Dissertation Titles         | • 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 Experience          | • Distinctions              | • Academic Service           |
| • Professional Service       | • Faculty Leadership          | • Committee Leadership      | • Department 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

- Refer to the Gov Resume Cheat Sheet for helpful suggestions and format.
- Ensure that your name and page number are included on each page for easy identification.
- Be mindful not to include personal details such as religion, race, ethnic background, photographs, marital status, dependents, gender, age, height, weight, or political affiliations, as these are not relevant.

## OUTSIDE READERS / CRITICS

*Before you send out your CV, ensure that it is reviewed by these key individuals:*

- A professional who is well-acquainted with you and can identify any important details you might have overlooked.
- A Career Success Center expert who is unfamiliar with your background, and will provide a critical, objective assessment—this perspective is vital, as most of your readers will be similar.
- A hiring personnel officer you have a connection with, who can offer tailored insights based on their experience in the field.