

Curriculum Vitae

A **Curriculum Vitae (CV)** is an alternative to writing a resume and is most commonly used in academia, research, and medicine. When writing your CV, considering what is relevant should be a priority.

Not all CVs look the same and you may choose to include only some of the sections below based on what applies to your background or your industry. Remember, a CV should outline your suitability for the program/position you're applying to specifically, it's not a competition to see who has held the highest number of positions!

CV Outline

What should you include?

Contact Information:

Name

Address

Telephone

Cell Phone

Email

At the top of your CV, include your name and contact information (address, phone number, email address, etc.). Outside of the US, many CVs include additional information.

Education: *(always first on a CV)*

- Chronological (list most recent to least)

- Format degree: BS/ MA/PhD, major, university, year (many ways to approach this)

**This may include college and graduate studies. Include the school attended, dates of study, and degree received.*

Honors and Awards: Feel free to list your dean's list standings, departmental awards, scholarships, fellowships, and membership in any honors associations.

Thesis/Dissertation: Include your thesis or dissertation title. You may also include a brief sentence or two on your paper, and/or the name of your advisor.

Teaching Experience: List any teaching positions you have held. Include the school, course name, and semester. You may also include any other relevant tutoring or group leadership experience.

Research Experience: List any research experience you have, including where you worked, when, and with whom. Include any publications resulting from your research.

Publications and Presentations: List any publications you have written, co-written, or contributed to. Include all necessary bibliographic information. You should also include any pieces you are currently working on. Include papers you presented at conferences and/or associations: list the name of the paper, the conference name and location, and the date.

Work Experience: List relevant work experience, including non-academic work that you feel is related. List the employer, position, and dates of employment. Include a brief list of your duties and/or accomplishments.

Extracurricular Activities: Include any volunteer or service work you have done, as well as any clubs or organizations to which you have belonged.

Skills: List any relevant skills you have not yet mentioned so far, like language skills (include proficiencies), computer skills, administrative skills, etc.

OPTIONAL:

- *Objective/Summary/Personal Statement (goes after contact information)*
- *Certifications and licensure (do not include license number)*
- *Professional affiliations: list any professional associations to which you belong. If you are a board member of the association, list your title*
- *Professional Activities*

FirstName LastName

Contact info: address, phone, email

Education

Include dates, majors, and details of degrees, training, and certification.

Post-Doctoral Training

Graduate School

University

High School (*depending on the country, but not necessary in the United States if you've completed higher education*)

Professional Qualifications (*teaching/presentation experience, professional service, community service, professional affiliations, languages*)

Honors and Awards

Publications (*Remember to use current APA format- connect with Writing Center for questions*)

Employment History (*relevant employment listed in chronological order from most recent to least*)

Skills

CV Example 1

Jane Doe

3204 Windover Way, Houston, TX 77204 | jdoe@email.com | 000.123.4567

EDUCATION

Ph.D. in Spanish (US Hispanic Literature), 2018 – University of Houston.

Dissertation: *Quixote Reborn: The Wanderer in US Hispanic Literature*. Sancho Rodriguez, Chair

M.A. in Spanish, June 2015 – University of Houston

B.A. in Spanish, June 2013 – University of Houston

APPOINTMENTS

Adjunct Lecturer: University of Houston, Department of Hispanic Studies, September 2018 to Present.

PUBLICATIONS

Book

Gonzalez, Gloria. *Quixote Reborn: The Wanderer in US Hispanic Literature*. New Haven: Yale University Press (forthcoming)

Peer-reviewed Journals

Gonzalez, Gloria. "Mexican Immigrant Stories from the Central Valley," *Lady Liberty Journal*, 6(1): 24-41.

Gonzalez, Gloria. "Comparing the Hispanic and European Immigrant Experience through Story," *Hispanic Literature Today* 12(3): 25-35.

Gonzalez, Gloria. "Yearning to Be Free: 3 Hispanic Women's Diaries," *Hispanic Literature Today*: 11(2): 18-31.

CONFERENCE PRESENTATIONS

2020. Gonzalez, Gloria. "Storytelling Methods in the Central Valley." Hispanic Storytelling Association Annual Conference, San Francisco, CA

2019. Gonzalez, Gloria. "When Cultures Merge: Themes of Exclusion in Mexican-American Literature." US Hispanic Literature Annual Conference, Tucson, AZ.

TEACHING EXPERIENCE

Adjunct Lecturer, University of Houston

- Mexican-American Literature, Spanish 3331
- Women in Hispanic Literature, Spanish 3350
- Spanish-American Short Story, Spanish 4339

Graduate Teaching Assistant, Northwestern University

- Elementary Spanish 1501, 1502, 1505
- Intermediate Spanish 2301, 2302, 2610

HONORS / AWARDS

Mexico Study Abroad Summer Grant, 2018
UH Teaching Awards, 2017, 2018, 2020
Dissertation Fellowship, 2017

LANGUAGES

English (native)
Spanish (bilingual oral and written fluency)
Classical Latin (written)

MEMBERSHIPS / AFFILIATIONS

National Association of Latino Arts and Cultures
Asociación Internacional de Literatura y Cultura Femenina Hispánica
Modern Languages Association

CV Example 2

EMILY WILLIAMS

42 Oak Drive, Center City, Indiana, 46278

Phone: 555-555-5555 | Cell: 555-666-6666 | email@email.com

EDUCATION

Ph.D., History, University of Center City, 2018

Dissertation: "Traveling West: A History of the Railroad, 1850-1900"

Dissertation Advisors: William James (first reader), Tatiana Ayole (second reader)

M.A., History, University of Center City, 2015

Dissertation: "The Golden Spike: The Role of the Railroads in the Industrial Revolution"

Dissertation Advisor: John Murray

B.A., American Studies, Rogers College, 2010

Graduated Summa Cum Laude

HONORS AND AWARDS

Best Dissertation Award, University of Center City, 2018

Received award for best dissertation in the humanities. Three awards are given each year to Ph.D. graduates in humanities, physical sciences, and social & behavioral sciences.

James Doe Award, University of Center City, 2017

Given to the graduate student who earned the highest GPA in their school.

Phi Beta Kappa, Invited Junior Year at Rogers College, 2009

Dean's List, Rogers College, 2007-2010

PUBLICATIONS

"The Role of the Railroad in the Development of Philadelphia, 1840-1860." Journal of American History and Technology. Vol. 71, no. 8 (Spring 2018): 88-101.

"Book Review: Michael Weston's Travels through Philadelphia." Philadelphia History Journal. Vol. 71, no 2 (Fall 2017): 121-123.

TEACHING EXPERIENCE

Instructor, University of Center City, 2016-2018

- American History, 1865-Present
- History of Technology

Teaching Assistant, University of Center City, 2014-2016

- World History
- Popular Culture in America

CONFERENCE PRESENTATIONS

“The Rise of the Easton Railroad Company.” History of America Conference. Philadelphia, PA, 20XX.

“The Railroad in American Literature.” American Railroad History Conference. Trenton, NJ, 20XX.

PROFESSIONAL SERVICE

President, University of Center City Graduate Student Association, 20XX

Conference Organizer, Graduate History Conference, University of Center City, 20XX

COMMUNITY SERVICE

Co-organizer, Center City Cares, University of Center City Outreach Program, 20XX

PROFESSIONAL AFFILIATIONS

American Historians Organization

Organization of American Technology

LANGUAGES

English: Native Language

Spanish: Fluent, Advanced Reading and Writing

Mandarin: Novice Speaker

COMPUTER SKILLS

Microsoft Office, WordPress, Google Analytics, social media