

Curriculum Vitae Writing

Purpose

A Curriculum Vitae, also known as a CV, serves as the primary marketing tool for specific industries. CVs are most commonly used for faculty and administrator positions in academia as well as research positions. Much like a resume, the CV serves as an overview of your abilities, accomplishments, and experiences. However, while the resume serves as a highlight reel of your greatest moments, the CV provides a more detailed history of your education and work experiences.

Length

Because CVs include more information than a typical resume, they are also longer in length (usually 2 or more pages).

Content areas may include:

- Dissertations
- Teaching Experience
- Study Abroad
- Memberships
- Assistantships
- Theses
- Publications
- Honors & Awards
- Professional Summary
- Grants
- Research Experience
- Presentations
- Professional Certifications
- Fellowships
- Exhibitions

Layout

In addition to the content areas above, there are several basic components required for every CV. The following table outlines these sections and information to include.

Section	Information to Include
Contact Information	<ul style="list-style-type: none"> • Name • Address • Phone • Email
Education	<ul style="list-style-type: none"> • Name of college / university & location • Degree received or when it will be completed • Major & minors • GPA (if a 3.0 or higher)
Experience	<p><i>(Use reverse chronological order. List most recent and work backward.)</i></p> <ul style="list-style-type: none"> • See content areas above • Job & Internships • Volunteer experience <p>Under each position, list 3 to 5 bullet points that address your major responsibilities and accomplishments.</p>

Style

- Write in short, concise phrases. Full sentences and pronouns, such as “I” and “they” are not used.
- Use action verbs to describe your roles and responsibilities.
- Use the same verb tense in each entry; do not switch from present to past tense.
- Refrain from using jargon or common abbreviations such as TV, PR, etc.
- Select a font that is easy to read; font size should be no smaller than 10 pt.

Olivia Otterbein

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Education

Otterbein University, Westerville, OH May 20**
Bachelor of Arts in Criminology & Justice Studies
Bachelor of Science in Biochemistry and Molecular Biology
GPA: 3.7

Relevant Coursework

Children in the Justice System Spring 20**

- Wrote literature review centered on African American youth utilizing reentry programs in Ohio

The Criminal Justice System Spring 20**
Poverty, Wealth, & Inequality Fall 20**
Culture, Power, & the Law Fall 20**

Research & Teaching Experience

Sociology, Criminology, & Justice Studies, Otterbein University
Undergraduate Research Assistant October 20**- April 20**

- Collaborated with 2 faculty members and 3 other students to design study examining the effects of marijuana on young adults
- Interviewed approximately 50 participants regarding usage habits
- Constructed Qualtrics survey to serve as a prescreening measure

Teaching Assistant, Introductory Sociology January 20**-April 20**

- Taught introductory sociology terms and concepts to class of 20 students
- Assisted professor with grading exams and final projects
- Provided guidance for final projects during office hours

Biochemistry and Molecular Biology, Otterbein University
Undergraduate Research Assistant September 20**-December**

- Worked with faculty member to provide a chemical and biological analysis on quality control of Midwestern herbs
- Documented results and drafted summary of preliminary results

Honors

Academic Honors Convocation, Otterbein University
Albert E. Lovejoy Prize in Sociology April 20**

- Awarded for a solid academic performance, a high level of commitment to public and community leadership, and a strong global perspective

Professional Development

Center for Science in the Public Interest, Washington D.C.
Regional Meeting August 20**
National Conference April 20**

Leadership

FreeZone!, Otterbein University
President April 20**-April 20**

- Collaborated with 4 Executive Board members to plan events for the campus community
- Worked with faculty advisor to build relationships with allies in the Westerville community and implement fundraising strategy

Otterbein Deaf Culture Club, Otterbein University
Professional Development Chair January 20**-December 20**

- Researched and invited professionals to speak about volunteer and career opportunities working with the deaf Community

Work Experience

Center for Student Success, Otterbein University
Peer Advisor September 20**-April 20**

- Shared information about Otterbein resources and coursework with students during walk-in hours
- Helped students resolve minor issues related to class scheduling

Kohl's, Columbus, OH
Sales Associate January 20**-September 20**

- Maintained organization and appearance of 3 departments to improve customer satisfaction
- Served approximately 70 customers per hour during peak times