

# HIGH POINT UNIVERSITY

## CAREER AND PROFESSIONAL DEVELOPMENT

### Curriculum Vitae (C.V.) for Graduate School

In addition to GRE scores, transcripts, and a personal statement, your graduate school application may require a curriculum vitae (C.V.). A grad school C.V. serves the same basic purpose as a resume: to secure you the job you want — in this case, the position of “grad student.” Essentially, the C.V. is a sales pitch to grad schools, and you’re selling yourself!

#### C.V. vs. Resume: How Are They Different?

Most grad schools call for either a C.V. or a resume and will specify which document they prefer on their application requirements pages. If a program doesn’t indicate a preference for one or the other, it’s your choice.

The following table presents an overview of the differences between C.V.s and resumes:

	C.V.	Resume
<b>Length</b>	Multiple pages (usually 2+)	1 page
<b>Content</b>	Covers entire academic history in detail; more elaborate than resume	Focuses on professional history (i.e., employment and work-related skills); more succinct than C.V.
<b>Purpose</b>	Used for grad school; fellowships; and academic, research, and scientific positions	Used for non-academic positions in private and public sectors; grad school*
<b>Objective/Profile/Summary</b>	Not typical for C.V.s; instead, include academic, teaching, or research interests	Optional; place at beginning of resume

\*Although resumes tend to have a stronger emphasis on employment, they can certainly be used for grad school as well, depending on the program. For example, MBA programs typically require resumes instead of C.V.s.

#### What Should You Include in Your C.V.?

Your C.V. should highlight your academic achievements and experiences. You do not need to include every section outlined below, but rather include appropriate section headers based on your unique achievements. The following list is meant to help you brainstorm. Note: You will always include your name, contact information, and education.

- Your name and contact information
- Page numbers
- Research/Teaching Interests (optional)
- Education
- Research or Teaching Experience/Assistantship
  - Lecturer, Adjunct, Associate, etc.
  - Advising, Mentoring, Tutoring
- Projects (Under Review and In Progress)
- Professional Experience
- Internships
- Leadership
- Professional Memberships
- Publications (Refereed, Under Review, Submitted to, Forthcoming/In Process)
  - Books, Chapters, Reviews
  - Journal Articles
  - Columns and Guest Blogging
- Presentations
  - Invited talks (Lectures, Presentations)
  - Conference Presentations/Poster Sessions
- Media Contributions (interviewed or quoted in media)
- Service (to Profession, University, Department, Community)
- Honors & Awards
- Fellowships & Grants
- Skills & Certifications

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### Curriculum Vitae (C.V.) Checklist

#### Format and Appearance:

- Length:** Is your C.V. 2-3 pages?
- Contact Information:** Is your name at the top in bold? Are your address, phone number and email easy to read?
- Font Size:** Is your font size 10, 11, or 12 point for the body of the C.V.? Are your margins no less than 0.5 inches on all sides?
- Verb Tenses:** Do you use present tense verbs for your current experiences and past tense verbs for past experiences?
- Chronology:** Is each section of your C.V. written in reverse chronological order (your most recent experiences are listed first)?

#### Content:

- Headings:** Did you include headings based on your strongest academic experiences? (Ex: Education, Research Experience, Projects Under Review, Publications, Conference Presentations, Teaching Experience, Service, Honors and Awards, Leadership)
- Education:** Does your education section state your official degree and expected graduation date? Did you include your cumulative GPA if 3.0 or above?
- Descriptions:** Do your statements demonstrate major accomplishments rather than routine tasks?
- Descriptions:** Do your statements demonstrate the results of your accomplishments? (i.e. your research finding, your teaching results?)
- Experiences:** Did you include the name of the organization where you worked, conducted your research, or taught? The position title, location, and dates?
- Spelling and Grammar:** Is your C.V. completely free from spelling, punctuation, and grammatical errors?