

# WHEN A RESUME WON'T DO: THE CURRICULUM VITAE

*A curriculum vitae, from the Latin for “course of life,” is a highly detailed, lengthier variety of resume. In North America, it is generally used to apply to jobs and programs within the academic and scientific worlds, including graduate programs, research positions, and professorships. If you need to prepare a CV, it’s important to understand what you’re getting into.*

## **Do I need a CV?**

Employers will almost always specifically request a CV if one is required. Be sure to pay close attention to the job posting to which you are responding. That said, be aware that applying to the following roles, and similar ones, normally involves submitting a CV:

- Graduate school admission
- Research and consulting positions
- Fellowships, grants, and bursaries
- International jobs
- Teaching, research, and some administrative positions in postsecondary education
- Departmental and tenure reviews within academia
- Speaking engagements
- Positions within professional associations
- Publishing contracts
- Positions on various review boards
- Independent professional consulting
- Positions in school administration

## **Consider the difference between resumes and CV’s in terms of their audiences and purposes:**

Positions that require a CV are generally highly technical in nature and require a number of minimum qualifications. As a general rule, people who make hiring or admission decisions for these positions are looking for a comprehensive overview of each applicant rather than a pithy introduction and sales pitch. CV’s emphasize academic credentials, research, and teaching experience. Your audience (the hiring committee) will expect a highly qualified candidate and will likely be familiar with the technical terms commonly used in your discipline.

**Don’t reinvent the wheel:** General advice that applies to resumes also applies to CV’s. Lead with your strengths, include only relevant information, and use reverse chronological order. Write economically and maintain a consistent format. Ensure that your sentences are phrased and structured similarly throughout the document. Proofread absolutely everything.

**Don’t always take our advice:** Always check to see if the job or organization to which you are applying publicizes a preferred format. Because CV’s contain a larger amount of technical information, some employers offer templates or prefer that applicants adhere to a specific style.

**Don’t stop:** Even if you don’t need to submit a CV for a year or two, continue to make periodic changes to the one you keep on file. This will prevent you from omitting helpful information and will save you significant time in the long run.

**Do your research:** The CV is a very specialized document, and different fields emphasize different skills and experience profiles. Read as many CV’s written by people in your field as you can, both by searching online and sharing with your academic contacts. Your goal is to emphasize the skills and experiences the employers and admittance officers reading your CV will value.

## **POTENTIAL HEADINGS**

*Your CV will include slightly different headings than your resume. In both cases, you may modify titles or omit headings as appropriate to your unique circumstances. When no instructions are specified, follow the advice in our resume writing tip sheet.*

## **Contact Information**

- Include your full name, mailing address (permanent if possible), daytime telephone number, appropriate email address, and LinkedIn URL (if applicable)



## Academic Background

- Include postgraduate, graduate, and undergraduate degrees
- Specify majors and minors, thesis/dissertation titles, and graduation honours

## Publications

- Include articles, books, and chapters you've published
- Use the appropriate citation format for your discipline
- Briefly describe particularly impressive publications that might merit explanation

## Academic/Teaching Experience

- Names of courses taught, emphasizing any you've developed or introduced
- Include any (impressive) teaching innovations and teaching evaluation scores
- Include institution names, brief course descriptions, and dates

## Professional Presentations at Conferences

- Include title of paper, conference, date and location, and a brief description of the contents

## Related Experience

- List your other accomplishments within academia, such as conferences and readings you've organized or hosted, committees and councils on which you've sat, and any administrative or editing work you've contributed

## Technical and Specialized Skills

- Include software and language skills, including programming/technical languages
- Tailor this section to the field in which you are applying; re-read the posting and consult company bios and LinkedIn profiles of people working or studying in your field
- Aim to include "keywords" used within your field's discourse community

## Professional Licences/Certifications and/or Professional Development

## Professional/Academic Honours and Awards

## Grants

- Include name, granting agency, date received, title and/or purpose of research project

## Volunteer Experience

## Academic/Research Interests

## Affiliations/Memberships

- Include national, regional, or local professional organizations to which you belong or have belonged, plus significant appointments to positions or committees within them; student memberships in professional associations are appropriate

## Foreign Language Abilities/Skills

## Further reading:

- Faculty Recruitment Curriculum Vitae Template (University of Windsor)
- Writing the Curriculum Vitae (Purdue OWL)
- Curriculum Vitae (Western University)
- The CaPS Guide to Writing a C.V. (McGill University)

Co-op, Career and Employment Services: [www.uwindsor.ca/cces](http://www.uwindsor.ca/cces) | mySuccess: [success.uwindsor.ca](http://success.uwindsor.ca)



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CAREER AND EMPLOYMENT SERVICES OFFERS A VARIETY OF RESOURCES TO HELP YOU LAUNCH YOUR CAREER:

Job searching • Career planning • Work experience • Career preparation workshops • Personal appointments • Resume critiques  
Mock interviews • Interest testing and assessments • Job fair and networking opportunities • Volunteer Internship Program (VIP)



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