COLORADO COLLEGE **Career Center**

1130 N. Cascade Ave., Colorado Springs, CO ● 719.389.6893 ● careercenter@coloradocollege.edu
www.coloradocollege.edu/careercenter ● sites.coloradocollege.edu/careercenter

Curriculum Vitae

Start with a Resume Writing Guide. Many of the formatting and content guidelines are the same for a CV.

A *Curriculum Vitae* ("CV" or "vitae") is a comprehensive, biographical document emphasizing your academic history, achievements, awards, activities, and publications. **Unlike your resume, which should be one page long and tailored to the position you're applying for, a CV lists *all* of your professional achievements and can be as many pages as you need to cover your experience.** An advantage of the CV format is the freedom to choose your headings and categories to best display your qualifications.

When should I send a CV?

You should **only** send a CV when asked for it, which might occur in these scenarios:

- Admission to **graduate** or **professional schools**
- **Independent consulting** in a variety of settings
- Providing information related to **professional activities** (e.g., applications for professional memberships and leadership positions, and presentations at conferences)
- Proposals for **fellowships** or **grants**
- Applications for **positions in academia**, including: School Administration (e.g., elementary or secondary principal, superintendent, and dean); institutional research and consulting; and higher education positions in teaching, research, and administration
- Positions in certain countries **abroad**

> Jobs and programs you're applying to should be clear about whether they want a resume or a CV. If you're ever unsure, it's okay to ask!

In addition to sections that are on your resume, a CV may also include:

Grants Received	Include name of grant, name of granting agency, date received, title or purpose of research project, etc.
Professional Associations	List your memberships in national, regional, state, and local professional organizations. Also list significant appointments to positions or committees within these associations. Student memberships in professional associations are appropriate.
Publications	Give bibliographic citations (using the format appropriate to your particular academic discipline) for articles, pamphlets, chapters in books, research reports, or any other publications that you have authored or co-authored. In the fine arts, this can include descriptions of recitals and art exhibits.
Presentations	Give titles of professional presentations (using the format appropriate to your particular academic discipline), including the name of conference or event, dates and location, and, if appropriate in your discipline, a brief description. Presentations should be listed in reverse chronological order.
Recent/Current Research	Describe research projects recently conducted or in progress. Include the type of research and a brief description of the purpose.
Institutional Service	List institutional committees you have served on, including offices held, student groups you have supervised, or special academic projects you assisted.
Courses Taught	List the names of courses you have taught, institution and dates where taught, and brief course descriptions.
Educational Travel	Include names of countries, dates, and purpose. In this case, typically include only if relevant to the position/grant for which you are applying.