

STARTING YOUR CURRICULUM VITAE

What is a CV?

The term “curriculum vitae” comes from the Latin *Curriculum* (course) and *Vitae* (life):
The course of one’s life.

A Curriculum Vitae (CV) resembles a résumé in many ways, but is more specifically focused on academic achievements. A CV summarizes educational employment, academic history and may include details about teaching experience, publications (books, articles, research papers, unpublished manuscripts, or book chapters), and academic honors and awards.

Use a CV rather than a résumé when applying for academic, education, scientific or research positions, as well as applying for fellowships or for further academic training. Some research positions in a non-academic field may also prefer a CV rather than a résumé.

CVs are frequently longer than résumés, since the emphasis is on completeness rather than brevity. While there is no single correct format or style for writing a CV, the following information is generally included:

- Contact Information (Name, Address, email, etc.)
- Education Background
- Fellowships and Awards
- Areas of Research Interest or Specialization
- Areas of Competence/Expertise or Principal Research and Teaching Interests
- Teaching Experience
- Undergraduate Research Experience
- Publications
- Conference and/or Poster Presentations
- Works in Progress
- Related Professional Work Experience
- Languages
- Grants/Funding
- Dissertation Abstract
- Committee Work/Community Service
- Patents
- Courses Developed
- Professional Memberships
- Journals/Reviews

Additional Tips

- **Fields of Interest or Teaching Competencies:** CVs may begin with a short section specifying Fields of Interest or Teaching Competencies (instead of an Objective with which résumés may begin). If you do include this section, make your categories as broad as possible to cover a variety of potential opportunities but don’t be so broad that you appear unfocused.
- **Teaching and Research Experience:** On a CV it is appropriate to describe both teaching and research experience in detail. If applying for a position that primarily involves research, describe research experience first; if it is for teaching, put teaching experience first.
- **Work Experience:** Work experience not directly relevant to research/teaching/academic opportunities should be described only briefly on a CV.
- **Other:** This may include miscellaneous personal information such as scholarly associations, study abroad, or personal interests. Include only if you feel that some aspects of your personal history may be relevant and of potential interest to your readers.
- **References:** Prepare a separate document that includes four to five professional and/or academic references.
- **Your Dissertation:**
 - If you are working on or have recently finished your doctoral degree, include a brief clear summary of your thesis topic in the Education section.
 - Including a separate one- or two- page abstract of your thesis at the end of your CV is optional, but recommended. In this attachment, concisely summarize your thesis work, placing it within its scholarly context, and noting its contribution to the field. Your summary should be easy to understand to people outside of your field, but scholarly enough to interest people within your area of expertise. If you do provide an abstract, write “(See Abstract Attached)” in the Education section of your CV, after the name of your thesis title.

CV EXAMPLES

View career specific CV examples to give you guidance on how to format yours:

<https://zety.com/cv-examples>



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Revised: 08/21



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