Definition of genre

A curriculum vitae, commonly called a CV, summarizes your education, teaching and research experience, publications, presentations, awards, honors, and affiliations. Whereas a resumé is a one or two page summary, a CV is a longer (two or more pages) and more detailed synopsis. A CV is used primarily in applications for academic, education, scientific, or research positions or in applications for fellowships and grants.

Questions to ask

- Education: What educational opportunities, experiences, and abilities set you apart from other applicants? Have you obtained prestigious fellowships, grants, or published articles in premier journals?

- Positions: What positions have you held and where, what responsibilities did they entail, and what were your major accomplishments?

- Skills: What research and teaching skills have you developed?

Actions to take

- Start by making a list of all your background information. Then organize it into categories.

- Similar to a resumé, include your name, contact information, education, skills, and experience.

- Also include your research and teaching experience, publications, grants and fellowships, professional associations and licenses, awards, and other information relevant to the position. Include dates on all the publications.

- Formats and organization vary. Your goals include providing information precisely and economically and creating a layout that makes it easy for readers to skim for specific information. Consult examples and seek feedback from others working in your field.

Helpful links

Duke University's Career Center discusses CVs and provides links to examples.
http://www.studentaffairs.duke.edu/career/resources/cv-guide

Colorado College's Career Center offers suggestions for assembling CVs.
http://www.coloradocollege.edu/dotAsset/153b0106-872b-4d43-9e67-c7ae5fe2709a.pdf

Examples of Curricula Vitae

The *Chronicle of Higher Education*'s job site features a column called "CV Doctor" where experts who have viewed hundreds of CVs discuss "before" and "after" CV examples.
http://chronicle.com/article/The-CV-Doctor-Is-Back/45413/

Turning your CV into a resumé

http://chronicle.com/article/From-CV-to-R-sum-/44712/
The *Chronicle of Higher Education* explains the difference between a CV and a resumé and demonstrates how to transform the former into the latter.