

CREATING YOUR CURRICULUM VITAE (CV)

What is a CV?

What is the difference between a CV and a resume? Think about your resume as a list of specials on a restaurant menu, whereas your CV is the entire menu; both are representative of the what the restaurant (or in your case, you as a candidate) offer, but the focus and intention are a bit different.

Resume	CV
<ul style="list-style-type: none"> Page-limited (1-2 pages maximum) Highlights most relevant experiences and skills You may choose to leave off certain experiences if they aren't as directly relevant to the opportunity you are currently pursuing 	<ul style="list-style-type: none"> No page limit Still highlights most relevant experiences and skills, but greatly expanded <ul style="list-style-type: none"> You may include experiences that might not make it onto your resume because of space constraints Opportunity to put a greater focus on academic training and pursuits that demonstrate your potential as a scholar or researcher
<ul style="list-style-type: none"> Does <u>not</u> include a references section (should be a separate document) 	<ul style="list-style-type: none"> <u>Does</u> include a references section at the end
<ul style="list-style-type: none"> Often requested when you are applying for a non-academic position in the private or public sector 	<ul style="list-style-type: none"> Often requested when you are applying for an academic position

How do I begin a CV?

Begin by brainstorming a list of relevant experiences, skills, and characteristics. What qualifies you for the position you want? What distinguishes you from other applicants? After writing down everything you can think of, start organizing this information into sections. Within each section, list your accomplishments in reverse chronological order. Remember to think about electives you have taken, conferences you have attended, personal publications, and awards.

The Format

For what type of position are you applying? What aspects of your background qualify you most strongly for that position? To a large extent, considerations such as these will determine what sections should make up your CV. Applying for an equine position? You may want to have your first category after "Education" be "Equine Professional Experience." Will you be required to teach? Create a section that highlights these experiences and position it towards the top of the CV.

Sections

The following list of sections is by no means exhaustive; if you have relevant qualifications that are not covered by any of these sections, feel free to add more.

Heading

- Name, Address, Phone Number, Email Address

Education

- Post-secondary institution, location, major, degree, date of completion

- Include dissertation title and your advisor
- Minors, honors

Teaching Experience

- Teaching Interests
- Philosophy (usually a separate sheet of paper that goes together with a teaching portfolio)
- Experience

Research

- Research Interests
- Experience
- Grants, Awards, etc.
- Dissertation

Grants, Fellowships Awards, Honors, and Conferences

Presentations

- Give titles of professional presentations, name of conference or event, dates, and location. You may also include a brief description if the title does not make it clear. Also list any professional workshops you have conducted here

Publications

- Cite your work using a consistent style (APA, AMA) for all articles, pamphlets, chapters in books, research reports, etc. that you have authored or coauthored. Materials pending publication, marked as such, go in this section as well

University Service and Committees

- Include the names of all committees you have served on and a description of each academic service position you have held

Professional Experience

- Includes experiences related to positions that are outside of academia

Professional Affiliations/Memberships

- List all national, state, regional, or local professional organizations to which you belong

References

- At the end of the CV
- Should have 3-5 references, may change depending on position to which you are applying
- Past employers or professors with whom you have worked closely will be best

If you are applying for a teaching position, it is recommended that you include a teaching portfolio for the purpose of demonstrating teaching ability that includes evidence of how you teach:

- Teaching Philosophy
- Lesson Plans
- Syllabus
- Technology and material utilization
- Evaluations
- Office hours held

Final Notes

Your CV should be as clear, concise, and as consistent as possible. Do not use too many fonts or font sizes. Be judicious in your boldface and italics, and pay attention to the appearance of the text on the page. Sections should be listed so that relevancy and strengths are emphasized. The Office of Professional Success is happy to review your documents if you contact cvmcareers@osu.edu