

A Curriculum Vitae

Also called a CV or vita, the curriculum vitae is, as its name suggests, an overview of your life's accomplishments, most specifically those that are relevant to the academic realm. In the United States, the curriculum vitae is used almost exclusively when one is pursuing an academic job. The curriculum vitae is a living document, which will reflect the developments in a scholar/teacher's career, and thus should be updated frequently.

When should job seekers use a curriculum vitae, commonly referred to as CV, rather than a resume? In the United States, a curriculum vitae is used primarily when applying for academic, education, scientific or research positions. It is also applicable when applying for fellowships or grants.

When asking for a job in Europe, the Middle East, Africa, or Asia, expect to submit a CV rather than a resume. Keep in mind that overseas employers often expect to read the type of personal information on a curriculum vitae that would never be included on an American resume, such as date of birth, nationality and place of birth. United States law on what information job applicants can be asked to provide does not apply outside the country.

The Differences between a Resume and a CV

There are several differences between a curriculum vitae and a resume. A curriculum vitae is a longer (up to two or more pages), more detailed synopsis of your background and skills. A CV includes a summary of your educational and academic backgrounds as well as teaching and research experience, publications, presentations, awards, honors, affiliations and other details. As with a resume, you may need different versions of a CV for different types of positions.

Like a resume, a curriculum vitae should include your name, contact information, education, skills and experience. In addition to the basics, a CV includes research and teaching experience, publications, grants and fellowships, professional associations and licenses, awards and other information relevant to the position you are applying for. Start by making a list of all your background information, then organize it into categories. Make sure you include dates on all the publications you include.

Curriculum Vitae Format

Your Contact Information

Name
Address
Telephone
Cell Phone
Email

Personal Information

Date of Birth
Place of Birth
Citizenship
Visa Status
Gender

Optional Personal Information

Marital Status
Spouse's Name
Children

Employment History

List in chronological order, include position details and dates

Work History
Academic Positions
Research and Training

Education

Include dates, majors, and details of degrees, training and certification

High School
University
Graduate School
Post-Doctoral Training

Professional Qualifications

Certifications and Accreditations
Computer Skills

Awards

Publications

Books

Professional Memberships

Interests

Review CV Samples

It's often helpful to take a look at a sample or two before you start writing. Here are a selection of sample CVs, including versions for academia and for international employment, to review:

<http://jobsearch.about.com/od/cvsamples/a/blsamplecv.htm>

Further information on how to construct a CV:

<http://owl.english.purdue.edu/owl/resource/641/01/>

John Smith
Street, City, State, Zip
Phone: 555-555-5555
Cell: 555-666-6666
email@email.com

Objective:

Assistant Professor, Psychology

Education:

Ph.D., Psychology, University of Minnesota, 2006
Concentrations: Psychology, Community Psychology
Dissertation: A Study of Learning Disabled Children in a Low Income Community

M.A., Psychology, University at Albany, 2003
Concentrations: Psychology, Special Education
Thesis: Communication Skills of Learning Disabled Children

B.A, Psychology, California State University, Long Beach, CA, 2000

Experience:

Instructor, 2004 - 2006
University of Minnesota
Course: Psychology in the Classroom

Teaching Assistant, 2002 - 2003
University at Albany
Courses: Special Education, Learning Disabilities

Research Skills:

Extensive knowledge of SPSSX and SAS statistical programs.

Presentations:

Smith John (2006). The behavior of learning disabled adolescents in the classrooms. Paper presented at the Psychology Conference at the University of Minnesota.

Publications:

Smith, John (2005). The behavior of learning disabled adolescents in the classroom. Journal of Educational Psychology, 120 - 125.

Grants and Fellowships:

- RDB Grant (University of Minnesota Research Grant, 2005), \$2000
- Workshop Grant (for ASPA meeting in New York, 2004), \$1500

Awards and Honors:

- Trelidar Scholar, 2005
- Academic Excellent Award, 2003

Skills and Qualifications:

- Microsoft Office, Internet
- Programming ability in C++ and PHP
- Fluent in German, French and Spanish

References:

Excellent references available upon request.

Curriculum Vitae

NGUYEN NGO Duc

Engineering Student

<i>Current Address:</i>	2 rue des Ecoles Pies, 34000 Montpellier France	<i>Date of birth:</i>	08 February 1986
<i>Mobile phone:</i>	(+33) 6 01 11 11 11	<i>Nationality:</i>	Vietnamese
<i>Telephone:</i>	(+33) 4 11 11 11 11	<i>Place of birth:</i>	Hô Chi Minh city, Vietnam
<i>E-mails:</i>	name@gmail.com		name@polytech.univ-montpt2.fr

Objective:

> 3 month internship/placement or job

Education

- 2007-2009** *Third and fourth year engineering student at Polytech Montpellier of Montpellier University*
The Graduated School of Engineering of Montpellier, preparing a five year engineering degree in **Micro-electronics and Control System**.
Montpellier, FRANCE
- 2005-2007** *2 ans de Parcours Ecoles Ingénieurs POLYTECH*
Equivalent to 2 years of Preparatory Classes leading to a place in one of France's highly selective Engineering Schools*
POLYTECH Montpellier: Engineering School in association with Montpellier University of Science and Technology, France
*A place on the 2 year course is obtained after selection and interview.
- 2005** getting *European Rescue Certificate* issued by Red Cross
Montpellier, FRANCE
- 2005** *Baccalaureate in Scientific*
Equivalent to High School diploma plus University entrance in Science (GCE "A" levels in Science)
Montpellier, FRANCE

Work Experience

- 2008-2009** : *Vice-President of Robotics club*
Manage a team of 12 persons, answerable the Technology
- 2008 Summer** : *Work placement at LIRMM*
Programmer in robotics.
- 2008 Summer** : *Holiday job: versatile employee at KFC restaurant.*
- 2007 Summer** : *Holiday job: automobile's assistant.*
- 2006-2007** : *Volunteer for French Red Cross of Hérault, France.*
Assistant for the Red Cross Department President
- 2005-2006** : *Vice-secretary of Buddhist Association of Languedoc-Roussillon, France.*
Organizer and checker meetings.

Skills

- Languages** *French* - Bilingual
Vietnamese - Native fluency
English - Good fluency
Spanish - Beginner
- Computer** *Software:* Microsoft Office, Matlab & Simulinks, Maple, Orcad Cadence, Silvaco, MPLAB,
Cadence Virtuoso IC design, Microsoft Visual Studio, CodeWarriors, IAR.
Programming: C/C++, VHDL, BASIC Stamps, Assembly, HTML, Flash, PHP.

Miscellaneous

- Designer** Top 128 international designer of PIC32 challenge (semi-finals).
- Judo competitor** French Academy Champion, French Interregional Champion.
- Robotics** PIC32 challenge, Boe-Bot full kit, EUROBOT (competition of the European robots).

Reference can be provided upon request