

# CURRICULUM VITAE (CV)

*A curriculum vitae (CV) is a comprehensive document that details your educational and professional accomplishments and is typically used when applying for academic, research or international positions.*

## What are the differences between a resume and curriculum vitae?

	<b>Resume</b>	<b>Curriculum Vitae (CV)</b>
Length	Brief and concise, typically no more than one or two pages	More comprehensive and detailed, typically two pages or longer
Purpose	Used in the U.S. when applying for most industries and positions (other than academic, scientific or research-oriented positions)	Used in the U.S. when applying for academic, scientific or research-oriented positions, or for fellowships or grants Used for most international positions
Contents	Refer to "Writing Your Resume" handout available online ( <a href="http://www.calvin.edu/career">www.calvin.edu/career</a> ) or in the Career Development office for details	Refer to the details listed below

## Contents of a Curriculum Vitae (CV)

Below is a list of elements that might be included on a CV. The specific items to include on a CV will depend on the candidate's qualifications and the requirements of the school or employer.

- Complete contact information
- Professional, career or research objective
- Educational background
  - Name and location of institutions attended
  - Degree(s) earned
  - Year of degree completion
  - Major(s) and minor(s)
  - Thesis/dissertation title and advisor
- Teaching experience and interests
- Research experience and interests
- Consulting experience
- Internships or graduate practica
- Graduate fieldwork
- Publications
- Professional papers and presentations
- Grants received
- Professional associations and committee leadership positions and activities
- Certificates and licenses
- Special training
- Academic awards, scholarships and fellowships
- Foreign study and travel abroad
- Language competencies
- Technical and computer skills

## **Personal Information on a CV**

In the U.S., it is unlawful for employers to deny employment and schools to deny an education solely on the basis of race, color, creed, gender, age, disability, religion, marital status or number of children. Subsequently, it is not necessary or even a good idea to provide this information on a curriculum vitae being submitted within the U.S.

However, because the laws are different in other countries, employers or schools might legally require personal information in your curriculum vitae. Familiarize yourself with the requirements and expectations of the organization and/or country in which you are submitting your CV to determine what personal information you should add. Such personal details may include:

- Photo
- Date and country of birth
- Marital status
- Number of children
- Religious affiliation
- Nationality
- Gender
- Citizenship
- Visa status

## **Examples of Curricula Vitae**

Search Calvin College's website to see faculty members' curricula vitae and to gain ideas of various ways that you can format the contents of your CV. (Type "CV" into the Search box at [www.calvin.edu](http://www.calvin.edu)).