



Creating a Curriculum Vitae

A “curriculum vitae” (CV; pronounced VEE-tye; also referred to as a “vita” in conversation) is a complete and comprehensive list of academic credentials and accomplishments. Although it is somewhat similar, a CV is not a résumé. It documents the degrees, work history, research, publications, recognitions, and other academic activities in much more detail than a standard résumé does.

Like a résumé, the point of an applicant’s CV is to introduce the individual as a professional and/or academic candidate and to generate enough interest to move the applicant on to the next level of interviewing. A CV typically runs more than a few pages, depending on the amount of experience of the writer, the intended audience for the CV, and whether or not writing samples and statements of teaching philosophy are included.

Before Writing a CV

Here are some general considerations to be aware of when drafting a CV:

- The order of topics in a CV is flexible.
- Because the order is flexible, arrange sections to highlight strengths for the particular position.
- The most recent items in every category appear first, i.e., in reverse chronological order.
- Standards vary among disciplines. Check with an advisor about what should be included.
- Present information in an easily accessible and attractive style.
- Always keep a full CV updated so that it can be tailored to fit every situation.

When Is a CV Required?

- Academic faculty hiring committees will expect a CV.
- Graduate school programs will request a CV as part of their admissions requirements.
- Some employers request a CV rather than a résumé from applicants.

What Should a CV Include?

- Contact information: name, address, telephone number, e-mail address
- Degrees earned or expected, with dates and names of institutions
- If applying for an academic position, include the title of your dissertation, including names of advisor(s) and committee members
- Research interests and objectives
 - Awards, grants or other recognition
- Teaching experience
 - Awards or other recognition

- Research experience
 - Post-doctoral work
 - Specific research done
 - Other related experience, e.g., research assistantship
 - Awards, grants or other recognition
- Publications
- Presentations
- Any other awards or grants received (funded or unfunded) not already mentioned
- Specialized training, including certifications and accreditations
- Membership and/or service in professional organizations, e.g., Modern Language Association
- Other professional and civic interests
- References

This is a list of possible items that one might choose to put on a CV. As careers progress, older and less notable accomplishments may be deleted. Once hired into a faculty position, there may be internal requirements that mandate keeping a current CV on file with the department, or there might be a request for a CV of a certain length in applications for grant funds or promotion.

Remember that a CV is not a one-size-fits-all document. Every time a CV is required, it should prompt revisiting of qualifications and requirements for a particular position or situation. A full CV can be rearranged, amended, or shortened to fit requirements.

Marsha H. Thompson

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Research Objective: Navigating the biopolitics and discursive assumptions that guide subject-identity construction in globalizing neocolonialism with an emphasis on coalition work and assemblages.

Education

Master of Arts in Literary Studies (2019-2021)

Appalachian State University

Thesis title: "The Efficacy of Intersectionality in Contemporary Feminist Discourse"

Advisor: Professor Wise N. Kind

Bachelor of Arts in English (2015-2019)

University of North Carolina Asheville (UNCA)

Teaching and Research Experience

Instructor, Rhetoric and Composition (2021)

Appalachian State University

- Wrote, planned, and presented lectures and class activities with an emphasis on global awareness and writing for a variety of audiences both professional and academic
- Graded brief reading comprehension quizzes and writing assignments ranging from reading responses to seven-page essays

Research Assistant (2020)

Appalachian State University

- Conducted research on early Appalachian feminism using primary texts from Appalachian State's special collections with Professor Smart N. Busy
- Wrote grant proposals and secured funding to host the "Dialogues: Virtual Appalachian Feminisms Conference"

Writing Consultant (2018-2019)

Writing Center, University of North Carolina Asheville

- Assisted students in producing effective papers, presentations, and assignments with knowledge of rhetoric across disciplines
- Engaged with students reflectively to provide the best possible advice and writing expertise pertaining to specific rhetorical situations

Publications

Thompson, M. "Teaching Assemblages at the Undergraduate Level." *Ripe: The Journal of Graduate Ideas and Pedagogy*, Vol 15, no 2, 34-45, 2021.

Thompson, M., and Smart N. Busy. "That Great Sky: The Women Who Built the Blue Ridge." *New Southern Studies*, Vol 33, no 1, 103-122, 2020.

Grants

Conference Support (2020)

Appalachian State University

- "Dialogues: Virtual Appalachian Feminisms" Conference
Wrote grant for \$35,000, fully funded by American Association of University Women

Awards and Honors

M.A. with Distinction (2021)

Appalachian State University

- Studied and performed with excellence in a graduate studies program

Chancellor's List (2018-2019)

University of North Carolina Asheville

- Studied as a full-time student and maintained a GPA of 4.0

Dean's List (2017)

University of North Carolina Asheville

- Studied as a full-time student and maintained a GPA between 3.5 and 3.99

References

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