

WRITING A CURRICULUM VITAE

A curriculum vitae, or CV, is an academic resume that concentrates on your scholarship and achievements. Although most students compose a CV while in graduate school, you will need to complete one for graduate school applications. A CV provides the admissions committee with a clear outline of your accomplishments so they can determine whether you are a good fit for their program. Unlike a resume, which is one to two pages in length, a curriculum vitae will hopefully grow in length throughout your academic career. In general, the contents of a CV are:

CONTACT INFORMATION

Include your name, address, phone, and e-mail for home and college.

EDUCATION

Indicate your concentration(s), minors, type of degree, the date each degree was awarded, and name of institutions(s). If you haven't yet completed your degree, indicate the expected graduation date. An overall or science GPA score is sometimes included if it is exceptionally high. Other information may also be included in the education section such as related course work.

HONORS & REWARDS

A listing of academic and professional awards may be included either as a separate section of your CV, or as part of the Education section. Awards that are Brown-based, may be explained briefly. You may also benefit by describing honors that are especially prestigious or exclusive.

RESEARCH EXPERIENCE

List internships, research-based courses, and other research experience. Include the institution/company, nature of the position, duties, dates, and supervisor. Include your research project title and a brief description of the research project.

TEACHING EXPERIENCE

List any courses that you assisted with as a teaching assistant, co-taught, or taught. Note the institution, role held in each, and supervisor.

PROFESSIONAL EXPERIENCE

List jobs/internships held during the school year or summer. If you completed a gap year or years, list your employment history here. Provide the name and location of the organization, your title or role, dates of involvement, typically designated by month and year, and a brief description of the experience.

PUBLICATIONS & PRESENTATIONS

If you have published a paper from your research or went to a meeting and presented a poster/talk, provide the proper format for the paper or details of the scientific meeting (title of meeting, dates, and location). Use different sections for publications and presentations.

SKILLS

Provide a list of the research skills/protocols you learned during your undergraduate career. Also, provide a separate list of computer skills if you are proficient in specific software or programming languages.

REFERENCES

Provide names, phone numbers, addresses, and e-mail addresses for your referees. Please ask their permission beforehand. Make sure that they will provide a favorable recommendation. This is an optional section.

PROFESSIONAL AFFILIATIONS

List the scholarly organizations in which you are a current member.

FORMATTING

- Present items chronologically within each category of the CV, with the most recent items first.
- Use margins and space within and between sections to make the information stand out better.
- Make your CV stylistically consistent. For example, if you make one heading in bold and title case, all the headings of your CV should follow the same style.
- Use boldface or italics to highlight important pieces of information. This will help the reader quickly identify key elements of your background. These techniques can also be used to identify each section of your vita.
- Organize headings in decreasing order of importance to put your most relevant accomplishments on the first and second pages of your CV to capture your readers' attention.
- Proofread, proofread, proofread!!!
- Have your advisor, representative from the Center for Career Exploration, or a professional contact proofread your CV.

Check out sample CVs from [The Center for Career Exploration \(sample\)](#) or the BUE pre-graduate website for additional sources.