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## University Advising & Career Center

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# Curriculum Vitae

A curriculum vitae and a resume are two very different ways of letting a prospective employer know about you. A curriculum vitae is typically many pages long, and is most often used when applying for college- or university-level teaching jobs or sometimes research positions. It is a very complete record of an individual's accomplishments and activities—both professional and personal.

**The Curriculum Vitae and its Major Sections:** There is no one perfect format for a curriculum vitae. How you write up and format information will depend on your intended audience and the preferred style in your field. Emphasize by position the categories and experiences most relevant to your current job search. The following are typical sections:

**Personal Information:** Name, address, telephone, email.

**Education:** List degrees, year earned, major, degree-granting institution, city and state.

**Honors and Awards:** List any honors, scholarships, awards and citations you received academically and professionally.

**Teaching Experience:** List courses, workshops, in-service presentations you have given. If you co-taught, give the other person's name, too. Say when and where the courses/presentations were given (organization, city, state). If you had a teaching position, give your title, organization, city, state, date and some description of what you did. Use action verbs like taught, created, prepared. Arrange items by groups, in descending order of importance. Expand on the experiences that were more important, relative to the position you now seek.

**Other Employment/Experience:** Write your title, name of organization, city, state and date. Describe what you did using action verbs. As with teaching experience, list positions in descending order of importance. In this section you can list both paid and volunteer experiences.

**Professional Service:** List contributions made to your professional associations—offices held, services rendered.

**Continuing Education:** List continuing education courses you have taken, giving name of speaker, organization, city, state and date. Give continuing education credits received and certificates awarded.

**Grant and Research Activity:** List any contributions you have made to research activities, and to grant writing and/or implementation. List your role, e.g., grant reviewer, principal investigator, research assistant. Note name of project, principal investigator, and where/under whose auspices research took place, and dates. Give amount funded for grants.

**Leadership Activities:** List other things you do in your life, such as community service.

**Publications:** List newsletter or journal articles you have written. As you move along in your career you may wish to subdivide this section into books, articles in referred journals, book reviews and so on.

**Additional Assistance:** The University Advising & Career Center (UACC) offers resources on CV writing for your reference. Stop by Room 102 to take a look. Because CVs are so customized, we recommend that you talk with your professors for their input as well as conduct research online for more information. Here are some sites to check out: [http://www.quintcareers.com/curriculum\\_vitae.html](http://www.quintcareers.com/curriculum_vitae.html) and <http://www.rileyguide.com/resprep.html>

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