

Curriculum Vitae Writing Checklist & Guide

CURRICULUM VITAE:

Latin for “*course of life*.” Abbreviated as “CV” and pluralized as *curricula vitae*,” it is an overview of your education, academic works, publications, qualifications, etc. CVs aim to be a complete record of your career *and can be exhaustive* (paginate with your name and the date starting on page 2).

Never inflate, embellish, or mischaracterize your achievements— be concise, truthful, and thorough.

CVs may be requested for scholarships, fellowships, grants, post-doc positions, tenure reviews, consulting roles, and graduate/medical school application, or for jobs in higher education and/or medicine (PharmD).

RÉSUMÉ:

An abbreviated, tailored document marketing your education and experience to a job and can be 1-page (new grad) to 2 pages (mid-level manager) to 3 pages (C-suite).

A *résumé* is used for US job applications not including academic and medicine.

A **federal *résumé*** (3-8+ pages) is submitted for state and federal government applications.

Professional References are always a separate document.

OMIT:

From both a *résumé* and a CV, omit all personal identifiers such as photo, gender, age, weight, salary, medical history, religious/political affiliation, social security number, marital status, and children.

WHAT TO INCLUDE ON YOUR CV:

Check items from the list below that you could include in your CV, then strategically place them in reverse chronological order, presented strategically or as prioritized per the job description.

- Letterhead: include name, title, phone(s), email, school/hospital, address, LinkedIn, blog, personal website
 - *Citizenship: “Eligible to work in the US” * “British Citizen - US Permanent Resident” * “Nationality British, Permanent US Resident and Green Card Holder*

Curriculum Vitae Writing Checklist & Guide provided courtesy of
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For professionally designed CV templates from Distinctive Resume Templates, [click here](#).

- Career Summary: Modern CVs include a summary to score higher in on-line application systems
- Education: Degrees, Certifications, Licenses
 - *Key graduation month and year on the right, do not bold them or abbreviate months; use an en dash or “to”*
 - *Include year and state for certifications and licenses (medical, counseling, engineering)*
- Thesis and/or Dissertation Title
 - *Optional: include name, title and department/organization of supervising faculty*
- Specialized and/or Professional Trainings, Licenses, Board Certifications
- Professional Experience: Internships, Residencies, Fieldwork, Fellowships, Clerkships, Assistantships, Consulting Roles, and/or Advisory Boards
- International Experience: Mission Trip, Travel, Study, Meetings, Volunteerism (e.g. WWOOF, Operation Smile)
- Language Fluencies: Add level, basic, conversational, proficient, fluent, native speaker
- Laboratory or Technical Skills: statistical software, research databases, industry-related software (EPIC, CERNER)
- Presentations: Conferences, Lectures, Exhibitions, Grand Rounds, Keynotes, Posters
- Grants, Extramural and Intramural: Granting Agency, Grant Title, Type (R-01), Funded Term and Amount (include pending, submitted, past funding); add Grant Reviewer here or in the Service section
- Honors, Awards, Scholarships
- Publications (book, book chapter/review/edit), peer-reviewed papers, journals, media citations, abstracts, exhibits, magazine articles, manuals, interviews, performance/show, technical reports)
 - *Include “in preparation” or “submitted” for those in progress showing ongoing work*
- Research Interests
 - *Include keywords associated with research interests and expertise*
- Research Statement
 - *Narrative of what big question you have asked and answers you’ve found, why it is important to your field, where you will go next with your compelling, forward-looking research that is original and advances your field*

- Research Experience (include if you are principal investigator or the name of the PI, if not you)
- Scientific Activities: Editorial Boards, Study Sections, Program Leadership
- Clinical Trials: role and inclusive months and years including current, pending, and past trials
- Teaching Competencies (courses/labs you have taught and courses/labs you could teach)
 - *As Instructor, Co-Instructor, Teaching Assistant, Lab Assistant, Learning Assistant, Guest Lecturer, Invited Colloquia/Seminar, Professor, Clinical Instructor, or Public Lecturer*
- Teaching Experience
 - *Include course prefix, course number, course name, semester/year, and the number of students enrolled*
- Military Service
 - *Include service dates, job title, and military branch of service and avoid acronyms*
- National Service (Peace Corps, AmeriCorps, military service could be placed here)
- Post-Doctoral Trainees, Doctoral Trainees, Advisees (current title with the name of company, university, laboratory, or medical facility)
- Professional Experience: Administrative Appointments, Leadership Roles, Directorship, Clinical Roles (medical)
- Memberships (include role, i.e. Chair)
- For Medical CV: Audit or Quality Improvement Work
- For Academic CV: Campus Service (student groups, alumni work, task forces, faculty senate, advisory appointments, search or admissions committees)
- Community Engagement (charity work, civic groups/committees, volunteerism, leadership)
 - *Avoid implicit bias, be cautious disclosing political or religious activities, affiliations or parenthood signals*
- Patents
 - *List patent name, number, and issue date*
- Personal: Interests, Hobbies, Extracurriculars, and/or Accomplishments if relevant

PHILOSOPHY STATEMENTS

A role in higher education, research, teaching, post-doc, fellowship and/or graduate school application may request your CV be accompanied by separate but coordinating documents—with matching letterhead and font—such as a:

1. RESEARCH STATEMENT

Share your past and current research efforts (lab and dissertation) and future research plans and their broader context. Different among disciplines, research statements outline your academic specialty, grant-seeking success, research recognition, and compatibility with the program you are applying to.

2. TEACHING PHILOSOPHY

Share, in first-person, your personal narrative of your teaching and learning beliefs, ethics, and goals, how you teach (objectives, methods, evaluation), why you teach, and the value you experience in teaching. Philosophies differ among applicants ranging in style, structure, and content. You may include narrative stories of examples.

3. TEACHING PORTFOLIO

Share a showcase of your physical or digital accomplishments including your transcripts, recommendation letters, résumé, evaluations, syllabi, curriculum materials, teaching artifacts. For a digital portfolio, you can add a video of you teaching or audio voiceover. Include/omit materials tailored to the role or school.

Cheryl Minnick, updated 12.15.2022