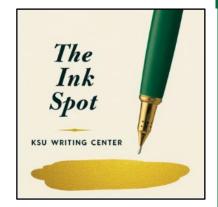# Curriculum Vitae (CVs)

A curriculum vitae, Latin for "course of (one's) life," is an official document that details a person's education, academic work experience, research, and honors. Unlike a résumé, it is specifically for academic and research-based applications and is allowed to be much longer.

How can I get started on my CV?

CVs are large applications made for applying to academic positions and programs, such as professorships or graduate school. They contain **anything and everything from past and present teaching positions and publications to community service and leadership opportunities. Anything that can be construed as a developmental part of your academic career is encouraged**, thus they can be particularly long. To make drafting easier:

- **REVIEW the position you are applying for.**
  - Is it research-driven? Is it a teaching position or otherwise student-focused? Whichever it is, you will list those specific experiences, skills, and accomplishments first.

- **BRAINSTORM everything you have done, and write it all down.**
  - Anything you have done in your academic career should be included.
  - Include any past or present duties, publications, extracurriculars, organizations, leadership positions, research projects, presentations, jobs, volunteer work, memberships that are related to who you are as an academic.

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Drafting a CV

After you have reviewed the position and brainstormed every single academic aspect of your life that you can reasonably include, it is time to outline and draft the CV. There are many ways to create a CV, so most of its design is up to your own preferences.

- **Create a header.**
  - Create a header with your name, address, and contact information.

- **List your education first.**
  - List the university/college, the degree, your GPA, and the date you graduated.
  - There is no need for high school diplomas once you have a degree listed.

- **Think about the skills your experiences have given you.**
  - Brainstorm any skills and accomplishments from your academic career.

- **Outline the headings you want to use AND their order.**
  - Use UNC at Chapel Hill's "CV_Handout" for help on headings ideas:
    - https://careers.unc.edu/wp-content/uploads/2023/06/CV_Handout.pdf
  - After education, organize the headings in order of importance to the position.

- **Be clear and concise in your descriptions.**
  - Short phrases like "Taught class of 20" or "Operated heavy machinery" are acceptable, if still being descriptive.

- **If it is too short, be creative!**
  - You may not have a long CV, especially as an undergraduate. To lengthen it, make sections for your research interests and projects, tutoring or mentoring opportunities, community service, on-campus organizations, and even some specific classes that gave you a new skill.

- **Include non-academic material if your experiences will benefit the program.**
  - Certain jobs and volunteer work can give you skills that are translatable to an academic setting. If you can make the connection, then feel free to use it.

- **Start early, receive as much feedback as you can, and proofread.**
  - Reach out to professors, peers, and the Writing Center to receive diverse feedback.
  - Professors may even show you their CVs to give you guidance.
  - Use NC State University's Career Development Center examples:
    - https://careers.dasa.ncsu.edu/resumes/
  - Proofread your CV more than once before submission.