

TEMPLATE FOR A CURRICULUM VITAE (CV)

A curriculum vitae or CV as it is referred to in academic settings, is Latin for "course of life". CV is a life statement of your professional career that is often used when applying for teaching positions or in academic settings. A CV is a formal summary of your educational background, teaching and research experience, publications, presentations, awards, honors, and affiliations. CVs usually include information that would not be found on a typical resume.

This CV is usually longer than two or more pages. It includes a much more detailed synopsis of your professional experiences than a résumé.

It includes your:

- Education
- A summary of your academic background
- Summary of your teaching experience
- Summary of your research experience
- Publications (often separate refereed and now refereed publications).
- Presentations
- Awards & honors
- Affiliations
- Positions on committees, boards, and other details.

Traditional Template for a CV:

CONTACT INFORMATION

Name
Address
Telephone
Cell Phone
Email

PERSONAL INFORMATION (Common in an International CVs)

Date of Birth
Place of Birth

Citizenship
Visa Status
Sex

Optional Personal Information:

Marital Status
Spouse's Name
Children

EMPLOYMENT HISTORY

List in chronological order, include position details and dates

Work History
Academic Positions
Research and Training

EDUCATION

Include dates, majors, and details of degrees, training and certification

High School
University
Graduate School
Post-Doctoral Training

PROFESSIONAL QUALIFICATIONS

Certifications and Accreditations
Computer Skills

AWARDS

PUBLICATIONS

BOOKS

PROFESSIONAL MEMBERSHIPS

INTERESTS