

DESIGN & FORMAT OF CURRICULUM VITAE (CV)

When applying for a position at a university or a business organization, you will be required to provide either a résumé or curriculum vitae, usually referred to as CV. A curriculum vitae, 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 usually longer than two or more pages. It includes a much more detailed synopsis of your professional experiences than a résumé.

TYPICAL SECTIONS OF A CV ARE AS FOLLOWS:

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