

Writing a C.V. (Curriculum Vitae)

A **C.V.** (a.k.a.: vita, curriculum vitae) is a comprehensive overview of your academic accomplishments. C.V.'s are most often used when applying for academic, research, or teaching positions, or for doctoral school applications. Only use a C.V. when specifically requested.

The biggest difference between a resume and a C.V. is length – it is common for a C.V. to be three or more pages in length. Length, does not, however, equate to a successful C.V. Information on a C.V. should be relevant to your discipline. Do not write down everything you have done in your life in order to lengthen your C.V. A short C.V. is not a bad thing!

It is important to note that there is not one standard format for writing a C.V. An advantage to using a C.V. is that you can choose the categories you include and the order you put them in. While “Education” is the section that usually follows your heading on a C.V., beyond that it is up to you the order of the sections you include. It is important to list your sections in order of importance (strongest sections that you want emphasized should be listed first). Always remember to list information within each section in reverse chronological order.

Students in the process of writing C.V.'s for graduate school applications are sometimes overwhelmed to find examples of C.V.'s that go on for pages listing jobs, publications, presentations, etc. Remember that as a student you most likely will not have a C.V. of that length – it is not expected of you either. Following are some possible sections to include in your C.V.:

- **Education** (in addition to university, degree, major, minor(s), and date of graduation, you can also include GPA if above 3.0 and a list of Relevant Coursework)
- **Certifications and/or Licensures**
- **Experience** (Relevant Experience and/or Other Experience)
- **Honors and Awards** (Could include scholarships, fellowships, Dean's List)
- **Professional Memberships** (List any associations related to your discipline here)
- **Publications** (Be sure to format citation correctly according to your discipline for anything you may have authored or co-authored, or research reports)
- **Presentations** (List title of professional presentation, name of conference or event, dates and location, and a brief description if relevant)
- **Research** (Description of research that is current or in progress. Include the type and a brief description of the purpose)
- **Activities** (Be sure to include any leadership roles held)
- **Community Involvement/ Volunteer**
- **Educational Travel/ Study Abroad** (Name of country, dates, purpose)
- **Skills** (Skills not listed elsewhere that are relevant to the discipline)
- **Personal Information** (Do not include marital status, age, ethnicity, race, religion, place of birth or citizenship)
- **References** (Optional to end with “Available Upon Request” or if they are requested, include on a separate page)

It may be helpful to ask people in your discipline to see a copy of their C.V. to get an idea of what is expected. Find people who have recently applied to graduate school in your field of study or who have recently been job searching in the field.

Have your C.V. critiqued by several people before submitting it. You can email it to Career.Services@stthom.edu and ask for a critique, or call 713-525-3160 to make an appointment.

UST Career Services Center

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