

Curriculum Vitae

Much like a resume, a curriculum vitae, or CV, represents your achievements. The difference is that a CV focuses on academic achievements related to teaching, scholarship, research, and more. You will need a CV if you are applying for a teaching or research position at a college or university, or if you are applying to a PhD program. What follows is **one** possible way to write and design a CV.

Your Name Here

Address
City, ST Zip
Phone // Professional email

Education

Institution

Most recent degree earned

Month year

Previous Institution

Degree earned

Month Year

Teaching Experience

Institution

Course name 101: Course name

E.g. English 101: Introduction to Composition

Month Year

Previous Institution

Course name 201: Course name

Month Year

Professional Development

Institution

List any courses or activities you participated in outside of regular coursework to further your education. Examples may include the following:

Practicum course: Teaching first year composition

Practicum course: Teaching advanced composition

Practicum course: Teaching technical communication

Month Year

Month Year

Month Year

Service

Institution

List any service you provided for your school, department, community, etc. The point of this section is to show that you care and are dedicated to your institution and are willing to exceed minimum expectations. Examples may include the following:

Honors event coordinator

English department newsletter team

Unpaid intern: TA for Introduction to Literature

Month Year

Month Year

Month Year

Awards/Honors

Institutions

List any awards and honors you achieved as a student, teacher, staff member, or faculty member. Examples may include the following:

Transfer Student Honors Scholarship

Month Year

Graduate Student Appointment (GSA), EWU English Department

Month Year

What else?

There are a number of different categories that may be included in a CV. The categories you include will depend on what you have accomplished, which is directly related to how long you have been working or serving in higher education. The longer you work in higher education, the longer your CV will become. Do not be discouraged if your CV seems short at first. The trick is to be creative with what you have accomplished so far. Here are examples of other CV categories:

Relevant Graduate Coursework

Publications (refereed and non-refereed)

Memberships

Scholarship

Conference Presentations

Administration

The order in which you list your categories will depend on the institutions you are applying to. For example, if you are applying to a university that is focused on research, you may want to list **Refereed Publications** before **Teaching Experience**. Likewise, if you are applying to teach at a community college that focuses on teaching, you would list **Teaching Experience** first.