

# Building your CV

MCNAIR SCHOLARS PROGRAM  
EASTERN WASHINGTON UNIVERSITY



# What is a Curriculum Vitae or CV?

- ▶ Curriculum vitae is Latin for ‘Course of life’
  - ▶ What is your academic history and background?
  - ▶ How have your past achievements helped you to develop?
- ▶ Academic history and professional achievements are listed on a CV

# The Difference Between a CV and a Resume

## Curriculum Vitae

- ▶ Length: Long (as long as it needs to be)
- ▶ Purpose: Detail qualifications and background
  - ▶ Academic achievements
  - ▶ Teaching experience
  - ▶ Conferences, publications
  - ▶ Professional Development

## Resume

- ▶ Length: short
- ▶ Purpose: Get employment
- ▶ All of your professional and academic history
- ▶ Chronological history of everything you have done.

# What to Include?

## **REQUIRED**

- Education (always first on the CV)
- Honors and Awards - Professional Experience (Employment)
- Publications and Presentations
- Extracurricular and Volunteer Experience - Interests

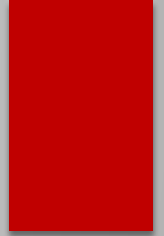
## **OPTIONAL** (as needed)

- Objective - Certifications and Licensure
- Professional Affiliations
- Professional Activities
- Research
- Added Qualifications

# Education

1. Most current first (include your current educational work)
2. Only include diploma distinctions
3. Get the schools' names correct!
4. Degrees/certifications are what's important – not the time spent
5. Thesis/Dissertation titles listed

# Honors and Awards



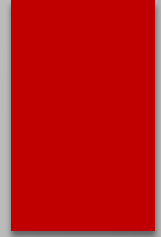
- ▶ List with most recent first
- ▶ Honors/Award Title: Date(s) received
- ▶ Go back to undergrad but not before – only academic and/or professional
- ▶ Scholarships count
- ▶ No descriptions



# Professional Experience

- ▶ Includes anything you were paid to do or was extensive, regular volunteer
- ▶ Only include those items relevant to academic • List most recent first
- ▶ No descriptions
- ▶ If listing research, include the lab and director/principle investigator

# Extracurricular and Volunteer Experience



- ▶ List with most recent first
- ▶ Do not describe
- ▶ This tends to be the longest list - be careful and strategic! It's better to have long-term items or very relevant items and a shorter list than everything listed
- ▶ Student organizations go here



# Professional

## ▶ Affiliations

- ▶ Only those current
- ▶ Alphabetical listing
  - Include all dates of affiliation
- ▶ Note any positions (specific titles, etc.)

## ▶ Activities

- ▶ Past and present
- ▶ Most current first
- ▶ Only those very specific to academic/research career
- ▶ Should be school or university sponsored committees
- ▶ Include role

# Research Experience

- ▶ List with most current first
- ▶ Make sure you fall under someone, unless it truly was your lab ownership
- ▶ If you gained grant funds, include that info
- ▶ You may briefly describe here (only place on CV)

# Publications and Presentations

- ▶ Two views on which way to list first (most recent or in order of publication, generally in order of publication so you just add on)
- ▶ Always bold your name in authorship
- ▶ You may include submitted and/or pending publications and/or presentations
- ▶ Presentations may be small or large, but should be pertinent enough to talk about
- ▶ Make sure you have copies of your publications and/or presentations for life of your CV

# Interests and Added Qualifications

## Interests

- ▶ Interests are hobbies
  - ▶ List 4 of them
  - ▶ Creativity counts/ Be specific
  - ▶ Make sure they are real
  - ▶ Make sure they reflect you
  - ▶ Get something active
  - ▶ Get something group

## Added Qualifications

- ▶ Added Qualifications should be verifiable
- ▶ Include language fluency (and level-  
“fluent,”  
“conversational,”) )
- ▶ Cultural knowledge may be included, especially if you've had hands-on experience or training
- ▶ Anything special