

Graduate Career Services

The Graduate School and Division of Student Affairs

Curriculum Vitae (CV)

The purpose of a curriculum vitae (or CV) is to display a full history of your scholarly identity and academic credentials (e.g., teaching, research, awards, publications, and related academic or professional affiliations). It will be easier to develop and organize your CV if you make a habit of consistently listing your accomplishments and experiences immediately following their completion during your graduate tenure. The CV is the key document to securing an interview with academic search committees. Therefore you want your CV to represent your experiences, accomplishments, expertise and special professional qualities in the most positive manner possible. Tailor your CV to highlight how your skills meet the requirements of each job you are applying for.



Make your CV visually appealing and easy to scan:

- ✓ Keep styles, fonts, and abbreviation formatting consistent.
- ✓ Only list entries once, not in multiple categories.
- ✓ Use short phrases, bullets, action verbs and little punctuation.
- ✓ Carefully proofread for spelling and grammar mistakes.

Getting Started

Check out [Academic iNDEX](#)

Academic iNDEX is a secure, easily accessible, online repository for Notre Dame graduate students and postdoctoral scholars to store their academic and professional history. You can quickly create a CV (and other documents) from your record of scholarly activity, including publications, grants, biographical sketches, presentations, awards, etc. If building your CV from scratch, consider using Academic iNDEX to get started.

Sample Curriculum Vitae

[Research Emphasis Example](#)

[Teaching Emphasis Example](#)

[Science Example](#)

[Humanities Example](#)

[Engineering Example](#)

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Category Guidelines:

Your CV should be long enough (2-4+ pages) to thoroughly present all your qualifications in the categories below, which should be listed in order of relevance for the position you seek (e.g. for a position that emphasizes teaching, place the Teaching Experience higher on the CV than you would for a position that emphasizes research). In general, information contained within each category should be arranged in reverse chronological order (most recent first).

1. Identifying Information

Name, address, phone number, email. Text should be no smaller than 11 point. Be sure your name is 1-2 font sizes bigger than the rest, so it stands out. Include your name on each page of your CV. Some people also include a URL for their website, where more complete information is posted. Leave off date of birth, marital status, number of children or other information unrelated to the job and your qualifications.

2. Educational Background

List all earned academic degrees beginning with the most recent (exclude high school). Include name of institution, location, dates of completed degrees/certificates. You can also provide a brief description of your dissertation here as well.

3. Teaching Experience

List the courses, institutions, and dates where you have taught, and also include courses you are prepared to teach. Use 1-3 bulleted phrases to describe the course and your role in teaching it (i.e., formulated, assisted, devised syllabus, lectured, administered grades, etc.). If your background would allow you to teach in several fields, you may want to include a list of graduate courses taken, as an appendix to your CV. The format and depth of this section will depend on whether you are targeting a teaching college or research institution.

4. Research Experience

Include the name and location where the research took place and the advisor or faculty member that led the project. Use 1-3 bulleted phrases to describe the research and your role in it.

5. Publications, Invited Papers, Exhibits, etc.

This category may be modified to read "Papers and Publications," "Programs and Workshops," or other titles which reflect production of professional work in your discipline. Include the bibliographic citations of your articles, monographs, research, book chapters, etc. using the standard format for your field. If you only have one publication you might want to create a section titled "Publications and Presentations." The information may be divided into subsections. In sciences and engineering disciplines, first authors, number of papers, and quality of journals will all be carefully assessed, so clarity of presentation is important.

6. Presentations

Describe the talk title, name of conference, dates, and location. It is important to distinguish between those presentations to which you were specifically invited and others.

7. Awards, Honors, Fellowships and Grants

List all fellowships, scholarships, grants, teaching or research awards and the name of the related institution and dates. For grants include how much they were worth and for how long.

8. Academic Service

List all departmental and university groups, committees, or task forces which you served on. Student groups are valid as well. You should demonstrate that you have exhibited leadership qualities and you will assume certain departmental administrative duties if hired.

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9. Memberships or Professional Affiliations

List all professional groups and offices held.

10. Skills or Languages

List any skills or languages that are particularly important in your field. Note those which you speak and/or read and those which you are fluent in. Example: "Reading and basic speaking competence in French, Spanish and modern Greek. Translation competence in Italian."

11. References

List them at the end of your CV. List 2-4 references including their name, title, institution, location, telephone, and email.

Other commonly used category titles:

Academic Training	Internships	Workshops/ Conventions
Scholarly Presentations	Assistantships	Conference Leadership/Participation
Professional Studies	Thesis/Dissertation	Professional Papers
Distinctions	Professional Competencies	Work Submitted/Work in Progress
Areas of Expertise/Concentration	Committee and Service Work	Departmental Leadership
Leadership and Activities	Research Interests	Administrative Experience

Frequently Asked CV Questions

Q: Can I use bullets on my CV?

A: Yes. When used sparingly, bulleted information on job accomplishments can help add clarity to generic titles like lecturer, teaching assistant, intern, fellow, etc.

Q: Can I include articles that are in progress but not yet published?

A: Articles listed as "submitted" or "in progress" are acceptable (especially when your CV already has previous publications) but should be kept to a minimum. Never include works that are only in the planning stages or that you could not show to someone if asked.

Q: Should I only have one version of my CV?

A: No. While CVs are less customized than resumes, they should still be tailored based on the type of institution and type of position you apply for. CVs for research-oriented positions should promote your research experience first, whereas CVs for teaching-oriented positions should promote your teaching experience first.

Q: Should I have someone else proofread my CV?

A: YES! Always ask others to read through your CV. Their eyes will see issues you may miss. To schedule an appointment with a Graduate Career Consultant, contact us at gradcareers@nd.edu.

Q: Do you recommend another resource for more information about CVs?

A: Vick, Julia Miller, Jennifer S. Furlong, and Rosanne Lurie. *The Academic Job Search Handbook*. Fifth ed. Philadelphia: U of Pennsylvania Press, 2016. Print.