

What is a Curriculum Vitae?

While most people are familiar with resumes, they may not be familiar with the curriculum vitae or cv. CVs are popular in academics at colleges and universities as a vehicle for summarizing scholarly, teaching, and service activities and accomplishments. They are often much longer than resumes and generally contain more detailed information than is normally provided on a resume. As in a resume, information is usually presented categorically using short chunks of bulleted text. Hobbies and interests, skills, personal information such as your date of birth, and references do not belong on a CV.

CVs follow a slightly different format from resumes. I have listed some of the common types of information below. All of the information should be provided in reverse chronological order (present to past):

- **Contact information.** Most CVs start with contact information including work and home mailing address, telephone number (cell and office), and email address.
- **Education.** Names of all academic degree-granting institutions you have attended, together with the degrees earned are typically listed. GPA information is not usually included though Latin honors (*summa cum laude*, *magna cum laude*, and *cum laude*) are often listed. If you have completed a Master's thesis or dissertation, the name of your advisor and the title of your dissertation can be included.
- **Employment.** Information on the institutions and the positions held at those institutions should be provided. Up to three critical responsibilities and accomplishments may be listed for each role, if the responsibilities for those positions are uncommon.
- **Awards and Honors.** Significant honors and awards received in graduate school or as an academic professional should be included.
- **Professional licenses and certifications.** All licenses and certifications for teaching should be listed here.
- **Publications.** If you have engaged in scholarly research, a list of peer-reviewed publications should be provided.
- **Presentations.** If you have presented your scholarly work at conferences, a list of the titles of the presentations made, the name of the conference and the date of your presentations should be included.
- **Teaching experience.** A list of all of the courses you have taught and the numbers of students in those courses should be included. If you have engaged in creative teaching practices, a list of 1-3 bulleted activities and accomplishments may be provided.
- **Grants.** If you have applied for and received any grants to support your teaching activities, a list of the project titles, funding agencies, starting and end dates, and the amount of funding received should be listed here.
- **Technical, computer, and language skills.** If you have acquired and use any unique technical, computer or language skills that you use in your teaching these should be included here.
- **Professional development experience.** If you have participated in workshops, short courses, summer institutes, or other activities in order to improve your skills as a teaching professional, you should list the names of the activities, venues, and dates of your participation here.
- **Professional Association Membership.** If you are active in any professional associations such as ACS, AACT, NEACT, NSTA or AACT, you should include this information.

- **Service.** If you are active in any professional associations through service on a committee or as a reviewer, the name of the committee and the professional association together with your years of service should be listed here. If you serve as an advisor for science clubs, judge science fairs, supervise student science fair project or engage in other extracurricular work, you should list these activities here. If you have engaged in significant service activities then you should include 1-3 lines of bulleted text summarizing your activities and accomplishments.
- **Community Service.** If you have engaged in outreach activities such as workshops or public speaking to other schools, local organizations, museums, etc., a list of the venues, activities, and dates should be included together with 1-3 lines of bulleted text summarizing key activities and accomplishments for those outreach activities that you deem significant.

As with a resume, it's a good idea to prepare and maintain a master cv and edit your master cv as needed for each request.

As a high school educator, you may be asking yourself do I really need a cv? My answer to you is yes. CVs as I stated at the outset are widely used in higher education and I think for good reason. They give academic professionals greater flexibility in communicating their activities and accomplishments. Depending on your activities or accomplishments, you can add additional categories to showcase your unique skills and abilities.