A Curriculum Vita is used in academic and medical careers instead of a resume. The main difference is that the CV is much more comprehensive, whereas resumes focus on the most relevant qualifications only. Start by brainstorming for what should be included and then make an appointment to have an advisor critique it. Alternatively, you can drop it off at the front desk for our drop off critique service. Visit the Chronicle of Higher Education CV Doctor (chronicle.com) for sample CV’s for different fields.

**What to Include in Your Curriculum Vita:**

**PERSONAL INFORMATION**

* Name
* Address
* Contact Information (Phone number, e-mail address)

Example:

**Anita Graduate Jobb**

University, MS 38677

662-555-5555 | agjobb@gmail.com

**EDUCATION**

* School
* Major
* Anticipated Graduate Date (May 20XX)
* GPA (if desired)

Example:

**Doctor of Philosophy in Counselor Education** Expected Graduation Date: May 20XX

The University of Mississippi, University, MS

 *Dissertation Title: “Exploring the Retention of Individuals with Disabilities in STEM Fields”*

 *Advisor: Dr. David Supervisor*

**Master of Education in Counselor Education** May 2012

The University of Mississippi, University, MS

**Bachelor of Science in Psychology** December 2009

The University of Mississippi, University, MS

*\*\*\*The two categories above must be on the top of your CV. The next few categories do not necessarily need to go in this order. It is up to you to decide what you want your reader to see first.*

**RESEARCH/TEACHING EXPERIENCE (if any)**

University of Mississippi, **Department**, *Role*

* Begin each bullet with a skills-based action verb
* Be sure to quantify your accomplishments, not just describe the tasks and responsibilities
* Use keywords that demonstrate your knowledge of the field and technologies as appropriate

Example:

**University of Mississippi** Biology Laboratory

*Research Assistant* August 2017 – May 2018

* Collected, pooled, and analyzed data for the study of the septin family of proteins in the stomach
* Performed Genomic DNA Preps and DNA transformations on 30 subjects
* Co-authored journal article for national publication
* Maintained detailed lab notes and assisted with lab upkeep

**PRESENATIONS AND PUBLICATIONS (if any)**

*Publications*

* Use the citation structure appropriate for your discipline
* You may have separate sections (in process, in press, etc.)
* Bold your name within the list of authors

Example:

Sanders, S. & **Jobb, A**. (2017). Ethics education in social work: Comparing outcomes of graduate social work students. *Journal of Social Work Education*, *46*(1), 7-22.

*Oral Presentations*

* Use the citation structure appropriate for your discipline
* You may have separate sections (accepted, guest lecturer, presenter, etc.)
* Bold your name within the list of authors if appropriate

Example:

**Jobb, A.** & Kaplan RF. The effects of occupation on preserved cognitive functioning in dementia. Poster presented at: Excellence in clinical practice. 4th Annual Conference of the American Academy of Clinical Neuropsychology; 2017 Jun 15-17; Philadephia, PA.

**RELEVANT WORK EXPERIENCE**

*Title and Date*

**Company/Organization**, City, State or Country

* Begin each bullet with a skills-based action verb
* Be sure to quantify your accomplishments, not just describe the tasks and responsibilities
* Use keywords that demonstrate your knowledge of the field and technologies as appropriate

Example:

**The Swim Club** Best City, PA

*Assistant Manager/Head Lifeguard* Summers 2015 - 2018

* Ensured safety of patrons and guests; resolved patron concerns
* Supervised and trained six lifeguards on swim club policies and rules
* Developed and maintained schedules for lifeguards, private swim lessons, and pool functions using Excel
* Assisted manager in overall swim club operations

**AWARDS/HONORS AND SCHOLARSHIPS/GRANTS/FELLOWSHIPS**

Include:

* Name of award
* Amount dispersed
* Short description of scholarship/award
* Date received/given

Example:

Bledsoe Scholarship, scholarships amount of $10,000 presented to students from Panola County, MS. Received Fall 20XX.

Jefferson Standard Scholar Merit Award presented to exceptional entering first-year college women at Greensboro College. Received January 20XX.

**COMMUNITY SERVICE AND OTHER ACTIVITIES**

* This section may be set up the same as the Experience sections listed above or a simple list of organizations, roles/titles, and dates depending on space.

Example:

**University of Chicago** Office of International Student and Scholar Services

*Student Assistant* January *-* August 2017

* Assisted with check-in procedures for incoming international students
* Helped incoming international student with information on procedures and resources for their successful arrive on campus

**OPTIONAL CATEGORIES**

These sections may be set up the same as the Experience sections listed above or a simple list of organizations, roles/titles, and dates depending on space.

* *Skills or Qualifications* – Any relevant skills/qualifications pertinent to the job you are applying for or to your discipline.
* *Institutional Service* – Any committees, student group supervisory roles, or academic projects you assisted with.
* *Professional Associations* – Memberships in national, regional, state, or local professional organizations and include any leadership positions, committees, or specials roles. This also applies to student memberships.
* *Community Involvement* – Any appropriate and relevant volunteer work.
* *Educational Travel* – Names of countries, dates, and purpose of travel.

**REFERENCES (Include at least 3)**

* Name
* Position/Title
* Address
* Contact Information

\*\*\*On your CV, you will need to include your Last Name and Page Number in the footer at the bottom, right corner of each page!

Example: Jobb, 3

Remember: It is acceptable if you do not include each one of the categories. For example, if you do not have any publications, do not include the publications headline on your CV. You can just leave that out.