

# CURRICULUM VITAE

A curriculum vitae (CV) tells the story of your professional life and accomplishments. It may take many pages to do so. For an academic position, your CV's job is to convey—in a clear and readable format—your education, research, teaching, publications, grants, service, and awards. There may also be additional sections, depending on your field and professional experience.

## Headings and Subheadings

Choose headings that capture the items you group under it. There are many choices you can make; the list in the sidebar includes popular options. Consider using subheadings when there are many entries. For example, Publications can be grouped into “Peer Reviewed Articles,” “Manuscripts in Preparation,” “Proceedings,” and “Book Chapters.”

## Grouping Items

Usually a section includes at least two entries. You can decide how to categorize your accomplishments. For example,

### Additional Faculty Job Search Resources

These books and websites offer in depth information and sound advice.

Vitae. The Career Hub for the Chronicle of Higher Education  
[chroniclevitae.com](http://chroniclevitae.com)

*The Academic Job Search Handbook*, by Julia M. Vick, Jennifer Furlong and Rosanne Lurie, 2016

*The Professor is In*, by Karen Kelsky, 2015

*Job Search in Academe. How to Get the Position You Deserve*, by Dawn M. Formo and Cheryl Reed, 2011

*Surviving Your Academic Job Hunt: Advice for Humanities PhDs*, by Kathryn Hume, 2016

Online Graduate Career Library:  
[lane.stanford.edu/portals/bio-sci-careers.html](http://lane.stanford.edu/portals/bio-sci-careers.html)

mentoring students in the lab might be included in “Teaching and Mentoring” or “Advising” or “Academic Service” depending on what else you have done. A research grant might be listed with other research accomplishments or in a “Grants and Fellowships” section.

## Order of Sections

The sequence in which you place the sections will communicate your values and signal your fit with institutional priorities. For example, for a teaching-focused college, you will likely put your teaching experience ahead of publications or grants.

If you have accomplishments, skills, or experiences that are absolutely required for the academic position to which you are applying, they must go on the first page. For example, if the job description emphasizes that candidates must have a proven record of securing grants, you should convey your successful funding record on the first page.

## Design and Formatting

Hiring committees prefer a simple, classic, clean look. Unusual fonts and formatting are generally not well received. A clear and easy-to-read format will enhance any CV. Take the time to look at several CV formats. Draw inspiration from the ones you like best.

Use at least  $\frac{3}{4}$  inch margins. Select fonts that are readable (11-12 point for the body, 12-14 point headers). Highlight the headings to help the reader understand the organization. Be consistent in your formatting through the entire document.

## Length

There is no limit to the number of pages for a CV. Do not truncate relevant experience or publications to “save space.” After the first page, include a header or footer with your last name and the number of pages (i.e., Name, page 3 of 5).

## CV Headings

These are commonly used headings and subheadings. There is not a standard list of headings that is right for everyone. Rather, base your decisions on conversations with faculty and colleagues in your field; perusal of colleagues' and faculty member CVs; and trying to showcase your experiences and strengths.

- Education, Education and Training
- Dissertation, Dissertation Research, Thesis, Dissertation Abstract, Advisor & Committee Members
- Research Experience, Grant-Funded Research, Related Research, Research Areas, Research Interests
- Teaching Experience, Mentoring and Advising, Instructional Design, Teaching Areas, Teaching Interests
- Publications, Peer Reviewed Articles, Manuscripts in Preparation, Proceedings, Journal Articles, Book Chapters, Published Abstracts, Book Reviews
- Presentations, Posters, Conference Presentations, Invited Talks
- Honors, Awards, Fellowships, Research Funding, Grants
- Industry Experience, Related Professional Experience, Work Experience
- University Service, Academic Service, Professional Activities, Committee Work, Service to the Profession, Disciplinary Service
- Leadership Activities, Outreach, Community Engagement, Volunteer Experience
- Professional Development, Continuing Education, Training, Institutes
- Related Experience, Additional Experience, Languages
- Professional Affiliations, Memberships
- Media Coverage
- Certifications, Licensure