Guide

Curricula Vitae

Purpose
A CV is an on-going academic and work history used if you are seeking employment within the academic or research communities.

Content
A CV is a continually evolving document; it may include a wide variety of experiences and accomplishments

Length
CV's length is virtually unlimited (although ishould remain focused)

Use
Use a CV when applying to: faculty and/or research-intensive positions, and for fellowships, grants or awards.

Format
It's important to format your CV professionally and be consistent!

- **Margins:** never less than 0.5 or greater than 1"
- **Font:** Use a professional such as font imes New Roman, Palatino, Cambria, Helvetica, Arial, or Calibri. Use recommended **font point sizes:** 10-12 forbody text, 10-14 points for headers, and 18-21 points for your name, which should be the largest text on the page.
- **Paper:** Use 8.5 x 11 inch white or off-white paper, and only print on the front side.
- **Hyperlinks**: Do NOT hyperlink anything on your résumé, including your e-mail address.
- **Graphics**: Do NOT include any graphics, borders, tables, or shading. (Exception if you are applying to graphic design/arts/marketing positions.)

Sections of a CV
In addition to "Contact Information," "Education", and "Research Experience," you could include an exhaustive list of relevant sections.

Here are some commonly used sections of a CV:

- Grants Funded
- Clinical Certifications
- Teaching/Mentoring Positions
- Service/Leadership Activities
- Assistantships/Fellowships
- Professional Affiliations/Associations
- Invited Presentations/Seminars
- Poster Presentations
- Patents
- Complete List of Publications

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