

# Curriculum Vitae



## STUDENT INFORMATION SERIES

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## CAREER RESOURCE SERIES

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Job Interviews

Salary Negotiation

Curriculum Vitae

The University of Kansas  
**UNIVERSITY CAREER &  
EMPLOYMENT SERVICES**

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## UCES Quick Tip:

### Vita vs. Résumé

There is no standard definition of “curriculum vitae,” “CV,” or “vita,” but generally the focus is more on academic preparation, research, and publications than in a résumé. Another significant difference is that a vita is not limited by length. A master’s level vita may be three or four pages, while persons with doctorates may have vitas of ten or more pages in length. Content determines the length.

As with a résumé, a vita should be written in concise language, perfectly typed, edited, and duplicated, logically organized, and tailored to each specific position. On pages other than the first, put the page number, your name, and your phone number. Begin descriptions with action verbs, emphasizing accomplishments and achievements. Names, dates, and titles should be consistently in the same place within entries. Always package a vita with a personalized cover letter.

Vitas have no set format. Consult with professionals in your field about what to include and appropriate layout. Be complete but concise. The order of sections is determined by your strengths: experienced candidates may begin with experience, inexperienced candidates may begin with educational background.

### Key Points

1. Use action verbs to describe experiences and accomplishments.
2. List in reverse chronological order within each section.
3. Target vita to desired position or audience.
4. Use format or style consistent with your professional field.
5. Be stylistically consistent within each section.
6. Send cover letter with each vita.
7. Do NOT include personal information such as age, Social Security number (SSN), ethnicity, religious affiliation, marital status, or photographs.
8. Place dates on the right side of the page, not the left.
9. Have a professional in your field check your vita in addition to Career Services.
10. Use standard-sized, white or light-colored cotton bond with ample margins.

### What do I include?

There are no rules about what you can include in a vita, but here are some suggestions:

#### Personal/Contact information

- Name
- Address
- Phone number(s)
- Email address

#### Summary of Qualifications/Skills

##### Academic Background

- All degrees, including in progress. Include month and year of degree and name of institution. Project an “Expected” date of completion for degree in progress
- Majors/minors/concentrations/emphases as defined by the institution
- Thesis and dissertation titles
- Honors (or could go in an “Honors” category)
- Fellowships  
(or could go in an “Honors” category)

##### Professional Licensure

Include type of license(s) and expiration date(s).

##### Academic/Teaching Experience

- Teaching assistant or course assistant
- Courses taught: include course title, level, and number of students
- Courses developed: include course title and level
- Innovations
- Summary of evaluations
- Awards

##### Publications/Research Activities

- Journal articles
- Books
- Chapters in books
- Magazine articles



- Grants
- Works in progress or submitted
- Cite in format appropriate to your discipline
- Include joint-authored publications and research

#### Related or Other Experience

#### Consulting Experience

- Academic
- Professional outside academe

#### Volunteer Experience

- Civic
- Academic/Professional

#### Professional Accomplishments

- Non-teaching and non-publication
- Honors and awards: national, state or provincial, and local

#### Presentations

- Papers
- Workshops
- Seminars
- Panels

#### Service

- Academic
- Professional outside academe
- Community
- Committees
- Public Relations

#### Professional Development

- Conferences attended
- Workshops attended

#### Professional Skills

- Technical skills specific to lab equipment or processes
- Computer skills: software and hardware
- Statistical tests/analyses appropriate to discipline
- Other relevant technical skills

#### Academic/Research Interests

#### Professional Affiliations/Memberships

#### Foreign Language Skills

### **References**

- Ask person in advance to serve as professional reference
- List on page separate from vita

- At least 3, preferably 4 or 5
- Page heading including your name (and other contact information if you wish) and the word "References"
- Include each reference's name, title, current address, phone number, e-mail address
- Use business or office contact information unless reference offers home information
- May include best hours to contact
- May include relationship to you, e.g., "Doctoral advisor at The University of Kansas"
- Provide each reference a copy of your vita

### **Cover Letter**

#### **Key Points**

1. Send with vita via any postal service, fax, or e-mail
2. Highlight specific qualifications related to the desired position
3. Add pertinent details; do not simply rehash the vita
4. Use complete sentences, active voice
5. Try to send to a specific person

#### **Business letter format**

- Block (left-justified) is simplest and most common
- Date letter in the heading
- May use heading from vita (copy and paste)
- Formal closing, such as "Sincerely,"
- Sign in ink and type name (unless e-mail)
- Print on paper identical to vita
- One page is best

#### **Content**

##### First paragraph

- Indicate desired position, including job posting number, if appropriate
- Tell how you learned about the position
- Mention name of person who referred you, if any
- Write a "catchy" opening sentence, making reader desire to know more

##### Second paragraph

(may be two or more paragraphs)

- State your skills/strengths that parallel those needed to succeed in the position
- Give detailed and specific examples from experience that support your fit to the position

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- Address both required and preferred qualifications in order from the position announcement with examples when possible
- Highlight achievements, results of experiences

#### Closing paragraph

- Identify follow-up plan
- May call to verify receipt of materials
- Express interest in face-to-face contact (interview or meeting)
- Refer to enclosed documents: vita, references
- Offer additional information or documentation if needed
- Give phone number at which you can be reached and best time to call
- Thank the reader for time and consideration

### Useful Resources

#### Websites

<http://chronicle.com/jobs/archive/advice/talk.htm> - Chronicle of Higher Education column with numerous helpful articles on all sorts of higher education job search topics, including vitas.

<http://www.careers.ucr.edu/Students/Graduates/CV.html> - University of California, Riverside provides a sample vita and letter of application.

<http://www.columbia.edu/cu/ccs/99website/99student/basics/cv.html> - Basics of CV construction from Columbia University includes a sample.

[http://www.uncwil.edu/stuaff/career/Resumes&Vitas\\_files/frame.htm](http://www.uncwil.edu/stuaff/career/Resumes&Vitas_files/frame.htm) - University of North Carolina at Wilmington online workshop on writing résumés and vitas.

<http://career.studentaffairs.duke.edu/brochuresandguides/gradsvita.html> - Duke University provides three sample vitas and guide to letters of application for faculty positions.

<http://www.ku.edu/~uces> - Services for KU students and alumni including job hunting and search strategy links.

#### Books available in UCES Career Library

The Academic Job Search Handbook, Second Edition, Morris Heiberger and Julia Miller Vick, 1996, University of Pennsylvania Press.

Developing a Professional Vita or Résumé, Third Edition, Carl McDaniels, 1999, Ferguson Publishing.

Job Search Handbook (for English Grad Students Seeking Professorships), compiled by graduate students in English at KU, about 1996.

The Right Fit: An Educator's Career Handbook and Employment Guide, Judy A. Strother and Darrel R. Marshall, 1990, Gorsuch Scarisbrick, Publishers.

#### Available free at UCES

The Higher Education Job Search: A Guide for Prospective Faculty Members, American Association for Employment in Education, 1997.

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## ACTION VERB LIST

#### **Accomplishments**

Achieved  
Completed  
Expanded  
Improved  
Pioneered  
Reduced (losses)  
Resolved (issues)  
Restored  
Spearheaded  
Succeeded  
Surpassed  
Transformed  
Won

#### **Communication/ Persuasion**

Addressed  
Advertised  
Arbitrated  
Arranged  
Articulated  
Authored  
Clarified  
Collaborated  
Communicated  
Composed  
Condensed  
Conferred

Consulted  
Contacted  
Conveyed  
Convinced  
Corresponded  
Debated  
Defined  
Described  
Developed  
Directed  
Discussed  
Dissuaded  
Documented  
Drafted

Edited  
Educated  
Elicited  
Enlisted  
Established  
Explained  
Expressed  
Formulated  
Furnished  
Incorporated  
Influenced  
Interacted  
Interpreted

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	Invented	Expedited	Increased	Processed	Conducted
	Modeled	Facilitated	Influenced	Provided	Coordinated
	Modified	Familiarized	Initiated	Purchased	Critiqued
Interviewed	Originated	Furthered	Inspected	Recorded	Developed
Involved	Performed	Guided	Inspired	Registered	Enabled
Joined	Photographed	Helped	Instituted	Reserved	Encouraged
Judged	Planned	Insured	Instructed	Responded	Evaluated
Lectured	Revised	Intervened	Integrated	Reviewed	Explained
Listened	Revitalized	Motivated	Launched	Routed	Facilitated
Marketed	Shaped	Prevented	Led	Scheduled	Focused
Mediated	Solved	Provided	Managed	Screened	Guided
Moderated	<b>Financial/Data</b>	Referred	Merged	Set up	Individualized
Negotiated	Administrated	Rehabilitated	Motivated	Submitted	Informed
Observed	Adjusted	Represented	Organized	Supplied	Instilled
Outlined	Allocated	Resolved	Originated	Standardized	Instructed
Participated	Analyzed	Simplified	Overhauled	Systematized	Motivated
Persuaded	Appraised	Supplied	Oversaw	Updated	Persuaded
Presented	Assessed	Supported	Planned	Validated	Set goals
Promoted	Audited	Volunteered	Presided	Verified	Simulated
Proposed	Balanced	<b>Management/ Leadership</b>	Prioritized	<b>Research</b>	Stimulated
Publicized	Budgeted	Administered	Produced	Analyzed	Taught
Reconciled	Calculated	Advised	Recommended	Clarified	Tested
Recruited	Computed	Analyzed	Reorganized	Collected	Trained
Referred	Conserved	Appointed	Replaced	Compared	Transmitted
Reinforced	Corrected	Approved	Restored	Conducted	Tutored
Reported	Determined	Assigned	Reviewed	Critiqued	<b>Technical</b>
Resolved	Developed	Attained	Scheduled	Detected	Adapted
Responded	Estimated	Authorized	Secured	Diagnosed	Applied
Solicited	Forecasted	Chaired	Selected	Determined	Assembled
Specified	Managed	Considered	Streamlined	Evaluated	Built
Spoke	Marketed	Consolidated	Strengthened	Examined	Calculated
Suggested	Measured	Contracted	Supervised	Experimented	Computed
Summarized	Planned	Controlled	Terminated	Explored	Conserved
Synthesized	Prepared	Converted	<b>Organization/ Detail</b>	Extracted	Constructed
Translated	Programmed	Coordinated	Approved	Formulated	Converted
Wrote	Reconciled	Counseled	Arranged	Gathered	Debugged
<b>Creative</b>	Reduced	Decided	Catalogued	Identified	Designed
Acted	Researched	Delegated	Categorized	Inspected	Determined
Adapted	Retrieved	Determined	Charted	Interpreted	Developed
Began	<b>Helping</b>	Developed	Classified	Interviewed	Engineered
Combined	Adapted	Directed	Coded	Invented	Fabricated
Composed	Advocated	Disseminated	Collected	Investigated	Fortified
Conceptualized	Aided	Eliminated	Compiled	Located	Installed
Condensed	Answered	Emphasized	Corrected	Measured	Maintained
Created	Arranged	Enforced	Corresponded	Organized	Operated
Customized	Assessed	Enhanced	Distributed	Researched	Overhauled
Designed	Assisted	Ensured	Executed	Reviewed	Printed
Developed	Cared for	Established	Filed	Searched	Programmed
Directed	Clarified	Examined	Generated	Solved	Rectified
Displayed	Coached	Executed	Implemented	Summarized	Regulated
Drew	Collaborated	Explained	Incorporated	Surveyed	Remodeled
Entertained	Contributed	Generated	Inspected	Systematized	Repaired
Established	Cooperated	Governed	Logged	Tested	Replaced
Fashioned	Counseled	Guided	Maintained	<b>Teaching</b>	Restored
Formulated	Demonstrated	Handled	Monitored	Adapted	Solved
Founded	Diagnosed	Headed	Obtained	Advised	Specialized
Illustrated	Educated	Hired	Operated	Clarified	Standardized
Initiated	Encouraged	Hosted	Ordered	Coached	Studied
Instituted	Ensured	Improved	Organized	Communicated	Upgraded
Integrated		Incorporated	Prepared		Utilized
Introduced					