

Curriculum Vitae (CV): Showcasing Your Background, Qualifications and Experiences

A CV is similar to a resume in a number of ways, though rather than being a targeted summary of your relevant skills and experiences, the purpose of a CV is to provide a more detailed picture of your background and qualifications. Seeing as they are more detailed, CVs are not held to the same page-length restrictions as resumes. A CV should be as long as it needs to be to adequately showcase your background, qualifications, skills and experience. That being said, it is important to still aim to be as concise as possible.

A CV includes many of the same sections as a resume does; that being said, a CV also contains a number of other sections a resume does not typically incorporate. The most common sections on a CV include:

- Name and Contact Information in the header
- Areas of Interest
- Education
- Grants, Honors, and Awards
- Publications and Presentations
- Employment Experience
- Service and/or Volunteer Work
- Scholarly and Professional Memberships
- References

Some additional optional sections of a CV include:

- Objective
- Certificates and Licensure
- Research Experience
- Additional Qualifications

Most sources will tell you that there is not a right way to format a CV, but there are ways to make it easy to navigate, polished and professional! It is important to consider the formatting instructions included in the Resume Writing Guide and to review the Sample Resumes we have available online to get a better sense of how you might want to go about formatting your professional document!

For more information about CVs, consider looking online at the Purdue University, Online Writing Lab. Visit: https://owl.purdue.edu/owl/job_search_writing/resumes_and_vitas/writing_the_cv.html