Curriculum Vitae:
A Guide for Undergrads

What is a Curriculum Vitae (CV)?

The Curriculum Vitae (CV) is the academic version of your resume. It speaks to a largely academic audience and is generally used when applying for academic positions, research, grants, and admission to some graduate programs. It allows you to provide an extensive list of these accomplishments and, therefore, often spans several pages. The focus of a CV is on you: your training, your interests, and your work. Your professors may ask for you to send them a copy of your CV, for example, if you ask them for a letter of recommendation. However, without first being asked, you can also send people in the academic world a copy of your CV. The CV serves as a kind of intellectual passport in the realm of higher education, helping the academic community know you better and see what you've been doing.

Even within a single discipline, there is no singular "correct" formula for writing a CV. However, there are general guidelines. Overall, get advice within your intended field of academia (among other sources), and strive for clear, consistent formatting.

You should edit and revise thoroughly. It may help to keep a "master" file that you update regularly.

Finally, have other people review your materials to make sure you are communicating your background effectively.

Key Differences Between a CV and a Resume:

A resume serves as a snapshot of your skills and experience. It focuses on what you bring to the table as an employee and what you can do for the company/organization with which you are seeking an opportunity. Instead of providing an exhaustive list of your accomplishments, you only include information that is relevant to the job you seek.

	CV	Resume
Audience	Fellow academics in your field	Potential employers seeking to fill a position
Goal	Present a full history of your academic credentials - research, teaching, awards, service	Present a brief snapshot of your most relevant skills and experiences
Focus	Your academic achievements and scholarly potential	Skills that prove you can do the job well and experiences that show you have the requisite skills
Unnecessary	Activities not related to academic pursuits	Complete list of publications, awards, presentation, conferences attended, courses taught
References List	Always include	Do not include
Length	Flexible	1 page

CV to Resume

By Contrast, to Craft a Successful CV, You Should...

- Compile and present a trajectory of your experience through your publications, honors, research, etc.
- Arrange your information in reverse chronological order; list the most recent position or award first.
- Reach out to a faculty member in your department of interest to review your CV and other application material. Each discipline has its own conventions, and unlike a resume, the CV will continue to increase in length as you gain experience.
- Ask an academic department, professor, or mentor for a copy of theirs, and model yours off of theirs. Some departments also keep sample CVs on their department websites, as well as professors' webpages.
- Organize the information on your CV with the audience in mind. Academic institutions vary in their mission and objectives and each opportunity will have specific requirements so it is important to think about what they want to know about you. For instance, list your research, publications, presentations, and awards first when applying to research institutions.

CV Sections

- **Contact Information:** include your current address, phone number, and UChicago email address at the top of the page.
- **Education:** list your UChicago degree(s), major/minor, and expected graduation date, study abroad experiences, and honors in reverse chronological order. You may want to include the title of your BA paper, if relevant.
- **Awards, Fellowships, Honors, & Grants:** include the name of the department and institution bestowing the honor if it is relevant to your field or indicate exceptional academic achievement (e.g., summa cum laude, Phi Beta Kappa, etc.). Include information that gives your reader a clear understanding of the importance of each honor, especially if a particular honor's noteworthiness is not clearly evident from the official title. Honors can also be listed under Education.
- **Publications, Projects & Presentations:** for publications, cite bibliographic citations of articles, research reports and book reviews that you have published. List all papers/presentations you have given, or will deliver, along with the names, dates, and locations of the conferences of meetings. If applicable, poems, musical recitals or art exhibits may be included in this section. You may want to separate these topics if you have many examples of each.
- **Interests:** define your academic talents or professional identity by sharing specific interests or areas of expertise. For example, you could include a section about your coursework of interest or research interests.
- **Experience:** this section can be more descriptive in a CV than it typically is for a resume. You may also want to separate your experiences into different kinds of experiences based on the audience's needs. For example:
  - **Research Experience:** describe you undergraduate and internship research and field work in the sciences and social sciences.
  - **Teaching Experience:** for each experience, list your title, the dates of employment, and a brief description of your responsibilities.
- **Community Service and Outreach:** list activities where you volunteered your time in ways related to your discipline (e.g., judging a science fair, school and museum outreach, etc.).
- **Professional Activities & Membership:** list any special professional training you received in your department or through a professional organization. This could include relevant courses, professional seminars offered by a professional organization, or technical or computer training completed.
- **Languages:** indicate the languages you have studied, as well as the level of expertise (e.g., "Reading knowledge of French and German" or "Fluent in Spanish; working knowledge of Italian"). You can also list other skills, such as computer programming languages, statistical packages, etc.
- **References:** at the end of your CV, list the names, titles, academic affiliations, email addresses, and phone numbers of your references. List at least three references, including one who knows your work very well.

Sample CVs

CV Template, Sociology Graduate Program

Catherine Hoff
5454 S. Kimbark Ave., Apt. 5
Chicago, IL 60637
702-777-7777
hoff@uchicago.edu

EDUCATION
The University of Chicago, Chicago, IL
Bachelor of Arts in Economics with General Honors, 2016

AWARDS AND HONORS
National Merit Scholarship, 2013–2015

RESEARCH EXPERIENCE
The Institute for Children, Poverty, and Homelessness, New York, NY
Policy Analyst Intern, June 2015 – September 2015
- Developed research proposals on homeless housing models and federal funding sources for inclusion as chapters in forthcoming book on family homelessness; conduct literature reviews; identify, collect, and analyze data; develop policy recommendations; write reports; create graphs
- Designed survey instrument, conducted phone interviews with 49 state-level non-profit and government administrators in homelessness planning, analyzed ethnographic data, and wrote a report summarizing best practices and policy perceptions with two co-authors
- Attended national and local conferences and research briefings on family homelessness
- Submitted Freedom of Information Act request to U.S. Department of Housing and Urban Development for national program-level data for homelessness housing programs

Public Company Accounting Oversight Board Office of General Counsel, Washington, D.C.
Metcalf Legal Intern, July 2014-September 2014
- Collaborated with paralegal team to develop an online record management system; presented system to office
- Utilized legislative history, court records, and scholarly articles to complete research and fact-checking projects

The University of Chicago Survey Lab, Chicago, IL
South Side Resource Mapping Project Research Assistant, June 2014 – August 2014
- Collected field data on over 20 businesses, non-profits, public agencies, and other resources in Chicago's South Side
- Cleaned field data to better implement the Project's taxonomy

Mark Smith, PhD., University of Chicago, Chicago, IL
Research Assistant, January 2013 – June 2013
- Wrote grants requesting funding for economics research from non-profit organizations and private corporations
- Conducted and wrote an industry analysis of the pet products and pet services industries
- Researched material for Smith's book on the dynamics of personal relationships within an economics framework

Sample CVs

PUBLICATIONS AND REPORTS
- Co-author with I. Noyes. August 2013. *Food Insecurity and Homeless Families: A Case of Missed Opportunity.* Released by The Institute for Children, Poverty, and Homelessness.
- Co-author with M. Hutch, A. Commons, and K. Stuy. March 2014. *Beyond Chronic Homelessness: A Review of Statewide Plans*. Released by The Institute for Children, Poverty, and Homelessness.

REFERENCES
James Cramer
Assistant Professor of Sociology
The University of Chicago
773-702-1111
jcramer@uchicago.edu

Victor Lima
Senior Lecturer in Economics and the College, Co-Director of Undergraduate Studies in Economics
The University of Chicago
773-834-6672
vlima@uchicago.edu

Morris Fred
Senior Lecturer in the Graduate Division of the Social Sciences
The University of Chicago
773-834-2015
mfred@uchicago.edu

(this CV has been adapted)

Sample CVs

Vera Goode
1345 E 57th St.
Chicago, IL 60637
702-777-7777
goode@uchicago.edu

EDUCATION
The University of Chicago, Chicago, IL
Bachelor of Arts in Spanish; minor Music and Philosophy, 2016

INTERNATIONAL STUDY
University of Alicante, Alicante, Spain, Fall 2013
College of San Jordi, Barcelona, Spain, Summer 2014

LANGUAGES
Fluent in Spanish

AWARDS AND HONORS
University Merit Scholarship (2015)
The Dean's List (2012-2015)
Maroon Key Society (2013-2015)

COURSEWORK OF INTEREST

Spanish Civilization	Existentialist Philosophy	Statistics
Philosophy of Law	Spanish American Poetry	Computer Analysis
Music Composition I & II	Economics	International Marketing

EXPERIENCE
Moneythink, Chicago, IL
Intern, Events Coordinator, January 2014 –August 2014
- Coordinated the planning of a 4-day conference for 100 participants including accommodation and venues
- Consolidated a list of potential keynote speakers, composed invitations and sponsorship letter

HONORS PROJECT AND PRESENTATION
Politics, Family, and Financial Capital in Emerging Economics in Central America-1930's
Supervised by Dr. Red Ponton, University of Chicago, 2014
(Publication in press) Presented paper at Campus Scholar's Recognition, May 2014

SERVICE
Emerging Minds Project, University of Chicago, Chicago, IL
Cohort Participant, Cohort Facilitator, January 2014-June 2015
- Guide a cohort of students through two quarters of weekly discussion workshops on issues of diversity and social justice

REFERENCES
Sara Shorts, Professor, Department of Spanish, University of Chicago, 773-777-7777, shorts@uchicago.edu

Peter Shift, Professor, Department of Spanish, University of Chicago, 773-777-7771, pshift@uchicago.edu

Sample CVs

Tiffany Moore, Professor, Department of Philosophy, University of Chicago, 773-777-7772
tmoore@uchicago.edu

(adapted from Coghill-Behrends and Anthony, CV Handbook, PhD