Do you need to write a curriculum vitae? A curriculum vitae, commonly known as a CV, is an alternative to writing a resume to apply for a job. CVs are most commonly used in academia, research, and medicine—not to mention for most jobs outside of the United States.1

While a resume is typically only a page or two in length, a CV is more detailed and therefore longer, often containing more information about academic achievements than a resume.

CVs vary depending on your field and experience, but there are a number of general format and style guidelines you can follow when creating a CV.

There are also certain sections most people include in their CVs, as well as optional sections.

Learn how to format your curriculum vitae and what to include. Review CV tips and use the format example as a template for your own CV.

**What to Include in Your CV**

Not all CVs look the same. You may choose to include only some of these sections because others do not apply to your background or your industry. Include what seems appropriate for your area of specialty. Here's an overview of what to include in a CV:1

Your CV should vary in style and content based on the position and the organization you are applying to.

**Contact Information**: At the top of your CV, include your name and contact information (address, phone number, email address, etc.). Outside of the US, many CVs include even more personal information, such as gender, date of birth, marital status, and even the names of children. Unless you are applying to a job outside of the United States, there's no need to include that information.

**Education:** This may include college and graduate studies. Include the school attended, dates of study, and degree received.

**Honors and Awards:** Feel free to list your dean's list standings, departmental awards, scholarships, fellowships, and membership in any honors associations.

**Thesis/Dissertation**: Include your thesis or dissertation title. You may also include a brief sentence or two on your paper, and/or the name of your advisor.

**Research Experience:** List any research experience you have, including where you worked, when, and with whom. Include any publications resulting from your research.

**Work Experience:** List relevant work experience, including non-academic work that you feel is related. List the employer, position, and dates of employment. Include a brief list of your duties and/or accomplishments.

**Teaching Experience:** List any teaching positions you have held. Include the school, course name, and semester. You may also include any other relevant tutoring or group leadership experience.

**Skills:** List any relevant skills you have not yet mentioned so far, like language skills, computer skills, administrative skills, etc.

**Publications and Presentations:** List any publications you have written, co-written, or contributed to. Include all necessary bibliographic information. You should also include any pieces you are currently working on. Include papers you presented at conferences and/or associations: list the name of the paper, the conference name and location, and the date.

**Professional Memberships:** List any professional associations to which you belong. If you are a board member of the association, list your title.

**Extracurricular Activities:** Include any volunteer or service work you have done, as well as any clubs or organizations to which you have belonged.

You can also include any study abroad experiences here if you have not already mentioned them.

Curriculum Vitae Outline

Your Contact Information

Name

Address

Telephone

Cell Phone

Email

Optional Personal Information

This information is not included in U.S. CVs. It may be requested in other countries.

Date of Birth

Place of Birth

Citizenship

Visa Status

Gender

Marital Status

Spouse's Name

Children

Employment History

List in chronological order, include position details and dates.

Work History

Academic Positions

Research and Training

Education

Include dates, majors, and details of degrees, training, and certification.

Post-Doctoral Training

Graduate School

University

High School (Depending on the country)

Professional Qualifications

Certifications and Accreditations

Books

Professional Memberships

Interests

Curriculum Vitae Template

This is an example of a curriculum vitae. Download the curriculum vitae template (compatible with Google Docs and Word Online) or see below for more examples.

Screenshot of a curriculum vitae example

©TheBalance 2018

Download the Word Template

Curriculum Vitae Example (Text Version)

EMILY WILLIAMS

42 Oak Drive, Center City, Indiana, 46278

Phone: 555-555-5555

Cell: 555-666-6666

Computer Skills

Awards

Publications

EDUCATION

Ph.D., History, University of Center City, 2020

Dissertation: “Traveling West: A History of the Railroad, 1850-1900”

Dissertation Advisors: William James (first reader), Tatiana Ayole (second reader)

M.A., History, University of Center City, 2017

Dissertation: “The Golden Spike: The Role of the Railroads in the Industrial Revolution”

Dissertation Advisor: John Murray

B.A., American Studies, Rogers College, 2012

Graduated Summa Cum Laude

HONORS AND AWARDS

Best Dissertation Award, University of Center City, 2020

Received award for best dissertation in the humanities. Three awards are given each year to Ph.D. graduates in humanities, physical sciences, and social & behavioral sciences.

James Doe Award, University of Center City, 2019

Given to the graduate student who earned the highest GPA in their school.

Phi Beta Kappa, Invited Junior Year at Rogers College, 2011

Dean’s List, Rogers College, 2009-2012

PUBLICATIONS

"The Role of the Railroad in the Development of Philadelphia, 1840-1860.” Journal of American History and Technology. Vol. 71, no. 8 (Spring 2020): 88-101.

“Book Review: Michael Weston’s Travels through Philadelphia.” Philadelphia History Journal. Vol. 71, no 2 (Fall 2019): 121-123.

TEACHING EXPERIENCE

Instructor, University of Center City, 2018-Present

American History, 1865-Present

History of Technology

Teaching Assistant, University of Center City, 2016-2018

World History

Popular Culture in America

CONFERENCE PRESENTATIONS

“The Rise of the Easton Railroad Company.” History of America Conference. Philadelphia, PA, 2020.

“The Railroad in American Literature.” American Railroad History Conference. Trenton, NJ, 2019.

PROFESSIONAL SERVICE

President, University of Center City Graduate Student Association, 2020

Conference Organizer, Graduate History Conference, University of Center City, 2018

COMMUNITY SERVICE

Co-organizer, Center City Cares, University of Center City Outreach Program, 2017

PROFESSIONAL AFFILIATIONS

American Historians Organization

Organization of American Technology

Languages

English: Native Language

Spanish: Fluent, Advanced Reading and Writing

Mandarin: Novice Speaker

COMPUTER SKILLS

Microsoft Office, WordPress, Google Analytics, Social Media