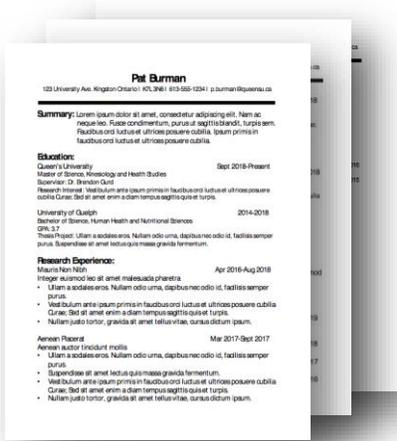


CURRICULUM VITAE (CV)

What is a Curriculum Vitae?



A curriculum vitae is primarily used for applications in higher education or advanced research. It is a multi-page document that provides a selective overview of academic qualifications, research, technical, and teaching skills, as well as other relevant experience. Confusion can occur when the term CV is used as a synonym for resume. When in doubt, ask for clarification or make an educated guess based on the context.

Curriculum Vitae vs. Resumes

DIFFERENCES	SIMILARITIES
Resumes are usually 1-2 pages in length, whereas CVs can be longer	Both documents are customizable through headings, section order, and descriptions
CVs often include headings customized for higher education and advanced research contexts	A summary or profile can help the reader find focus within both a resume and a CV
CVs sometimes omit work experience if not directly aligned with future programs or roles	Both require name and page numbers on each page
A profile or summary section is not customary on a CV, but may be an advantage	Describing experience in terms of accomplishments (rather than responsibilities) can make both resumes and CVs more convincing and memorable
	Both follow reverse chronological order within sections
	Both documents benefit from descriptions that provide evidence of relevant competencies

Quick Tips for Writing a CV:

- To make writing a CV easier, keep a “personal career file” with transcripts, performance feedback and appraisals, letters of thanks related to volunteer or employment experience, conference presentations and publications (including dates and locations), a list of certifications, and previous resumes and CVs.
- Use the resources of the Canadian Common CV to assist you in adapting your CV for specific funding agencies.



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- Follow guidelines from the target organization or enquire if possible.
- Consider what the reader(s) may be expecting and tailor your CV accordingly.
- Use your familiarity with the program requirements (or job description) and your strengths to guide your choice of sections, headings, and descriptions.
- Seek out feedback in order to identify a field's typical conventions/expectations.
- Proofread for grammar and spelling mistakes (e.g., correct titles, dates, etc.).
- Keep your CV up to date (e.g., take time to update after a new presentation).

Sample Headings for CVs:

Customize your headings to best showcase your qualifications!

- Summary or Profile
- Research interests
- Education
- Dissertation or thesis (include title, description adapted for reader, supervisor's name)
- Academic Awards, Scholarships and Distinctions
- Publications (separate refereed and non-refereed)
- Presentations (include title, name of conference, date, and location)
- Teaching Experience (include course title, institution, and dates)
- Research Experience (include project title, name of supervisor, dates, and role)
- Guest lectures
- Supervisory Experience
- Grants (name of grant, project title, date awarded, amount)
- Patents
- Academic, Professional or Relevant Experience
- University Committees or Committee Work
- Professional Development
- Professional Certification
- Affiliations and Memberships
- Technical or Specialized Skills
- Languages (include proficiency level)
- Additional Experience (e.g., entrepreneurial, business or administrative)
- Community Service
- Volunteer experience and Extra-Curricular Activities

Undergraduates Applying to Graduate or Professional Programs:

Research the target institution's expectations (e.g., CV format or specific language such as "Community Engagement").

- Review CVs or LinkedIn profiles of current graduate students in the program.
- Be aware that some CV sections (e.g., publications, teaching, conference presentations) may not yet be relevant for you if you are designing your first CV.
- You may think that you need to omit part-time jobs if they are non-academic; however, descriptions of these experiences can showcase relevant skills.
- Although a CV is a multi-page document, be prepared to be selective about content. Unless instructed otherwise, omit high school information.
- Include coursework relevant to the program you are applying to, and be sure to highlight pertinent competencies.
- Seek feedback from people in the discipline (graduate students or professors).

Additional resources, including some books about global norms and with examples of CVs from different countries, are available at Career Services.