



## The Career Center

East Carolina University  
701 East Fifth Street  
Greenville, NC 27858-4353  
Office: 252-328-6050

### GUIDELINES FOR CREATING A CURRICULUM VITA

A Curriculum Vita is a specialized “resume” for people applying for teaching positions in higher education. If you are not applying to a teaching position, just write a regular resume.

Several of the guidelines that relate to regular resumes apply to CVs as well:

- A. The job seeker should have a specific position in mind when writing the CV.
- B. The information should be listed in order of importance.
- C. It is appropriate to use visual formatting (italics, bolding, indentations and columns) to emphasize key points.
- D. Always include pagination.
- E. Don't include references (unless they are public figures).
- F. Don't include personal data (age, married, children, etc.)

On the other hand, there are a number of aspects that are unique to CVs:

- A. The more you have published the stronger and the placement of your name matters.
- B. Use the publication style book that fits your field (MLA, APA, Other)
- C. Always include your dissertation title after your degree.
- D. Dates ARE important and everything should be listed chronologically OR reverse chronologically depending on the emphasis you want to place.
- E. Always explain the significance of every organization you are connected with.
- F. Leave a healthy margin – especially on the left-hand side.
- G. The longer the better

Typically a CV includes as many of these as possible:

Contact Information

Summary

Education

Publications – first books, then chapters of books, then articles, then reviews of books, and unpublished writings

Research Areas of Interest

Grants Received – Funded Chair

Honors and Awards

Teaching/Academic Appointments – Graduate, Undergraduate, Dissertation Chair

Lecturing – Keynote Speaker, Conference Speaking

Committees Service

Presentations at Professional Meetings – Presentations, Panels, Poster Sessions

Administration  
Work Experience  
Professional Trainings  
Language Proficiencies  
Memberships/Professional Affiliations  
Civic Activities/Community Service  
Miscellaneous  
Appendix