Sample Academic Curriculum Vitae

What is the difference between a curriculum vitae (CV) and a resume?

The primary differences between a resume and a curriculum vitae (CV) are the length, what is included and what each is used for. A resume is a one or two page summary of your skills, experience and education. While a resume is brief and concise - no more than a page or two, a Curriculum Vitae is a longer (at least two page) and more detailed synopsis.

A Curriculum Vitae includes a summary of your educational and academic backgrounds as well as teaching and research experience, publications, presentations, awards, honors, affiliations and other details. In Europe, the Middle East, Africa, or Asia, employers expect to receive a curriculum vitae.

In the United States, a curriculum vitae is used primarily when applying for academic, education, scientific or research positions. It is also applicable when applying for fellowships or grants.

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CONTACT INFORMATION

Name Address City, State, Zip Telephone Cell Phone Email

SUMMARY STATEMENT (Optional) Include a brief list of the highlights of your candidacy.

EDUCATION

List your academic background, including undergraduate and graduate institutions attended. Graduate Institution, City, State Degree, Major, Date of Graduation Dissertation Graduate Institution, City, State, Degree, Major, Date of Graduation Thesis Undergraduate Institution, City, State Degree, Major, Date of Graduation

EMPLOYMENT HISTORY

List in chronological order, include position details and dates.

POSTDOCTORAL TRAINING

List your postdoctoral experiences, if applicable.

FELLOWSHIPS

List internships and fellowships, including organization, title and dates.

LICENSES / CERTIFICATION

List type of license, certification or accreditation and date received.

PUBLICATIONS / BOOKS

PROFESSIONAL AFFILIATIONS

SKILLS / INTERESTS