

Instructions:

Submitting a current *c.v.* to the Graduate School upon completion of the Ph.D. degree

For the purpose of reporting on graduate student productivity, the Graduate School requires that all students submit a current curriculum vitae with their dissertation submission.

A paper copy (1) or electronic file must be submitted to the Graduate School as part of the paperwork to complete your PhD degree.

If you are submitting an electronic version the acceptable electronic formats are Microsoft Word or Adobe pdf. Please email the electronic version to: liz.leis@vanderbilt.edu.

While formats vary across disciplines, the Graduate School requires the following sections:

Required Sections

1. [Name and post-degree conferral Contact Information](#)
2. [Education](#)
3. [Dissertation Title](#)
4. [Publications](#)
5. [Presentations](#)
6. [Research Experience](#)
7. [Grants, Fellowships, Honors, and Awards](#)
8. Footnote the date when the CV was completed.

Optional Sections

- [University and Community Service](#)
- [Employment Experience](#)
- [Professional Affiliations or Memberships](#)
- [Teaching Experience](#)
- [Technical Skills](#)
- [Foreign Language Proficiency](#)

What is a *c.v.*?

A curriculum vitae serves a similar purpose to a resume but is typically used for candidates seeking positions in academic or research positions. A resume tends to be more succinct; highlighting a few critical aspects of an individual's career that make the candidate more attractive for an interview. On the other hand, a *c.v.* is a document that tracks the professional development of a scholar. It should reflect the whole of an individual's academic career rather than simply highlighting a few components of one's career.

A *c.v.* does not have a "best" format or style. Although most disciplines often have some expectations about content and style, a single formula does not exist. Two questions to consider when developing your *c.v.* are:

1. What parts of your academic and professional career do you wish to emphasize the most? This will help determine the order of items on the *c.v.*
2. What areas do professionals in your field consider the most important for candidates to showcase? This should be considered both generally in terms of standards for the profession and more specifically in terms of each individual job for which you apply. This, too, will help. For more detailed information about developing your *c.v.* see below.

First, determine the order of items on the *c.v.* Every time a candidate sends out a *c.v.*, it needs to be individually tailored to that position. Strong candidates work to find as many linkages between their own skill set and the potential employer's needs.

Formatting and Sections

All *c.v.*s begin with certain basic criteria that are critical for all candidates including:

Contact Information

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While this section seems quite obvious to anyone who has completed a *c.v.*, there are some important things to remember.

- Make sure the contact information is up to date. Often, when students graduate, their mailing address, phone number, and/or email address change. Consider getting a secondary email address. If there is a possibility that you will be moving, consider a post office box and including a cell phone number that will not change.
- This is a good time to listen to your voicemail and check any personal web pages for less than desirable web content. Employers are more frequently checking MySpace, Facebook, and Google for information about potential employers.
- You should never include your social security number on a *c.v.*

Education

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Education should be listed in reverse chronological order with the degree year listed. Only schools where you completed a degree or certification are necessary unless the coursework was of particular value in your degree field (i.e., you learned a new language or became proficient in the use of a new technology). Prior to finishing your Ph.D. you may list your Ph.D. and a degree expected date or ABD status.

Dissertation Abstract

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In some fields a simple title of the dissertation is considered appropriate. In other fields, a short abstract (typically fewer than 150 words) is the standard. Check with faculty in your field about the appropriate style for your c.v.

Publications

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For academic positions a listing of publications is considered a standard. As with employment, these should be listed in reverse chronological order. Use the bibliographic guidelines for your profession when writing citations. For some fields, candidates may want to include a brief synopsis of the publication especially if it relates directly to the position. Additionally, **bold** or underline your name in the author list.

For some graduates, there may be one or more publication currently under review. These should be listed under a separate heading as “Works in Progress”. If, however, a paper has been accepted for publication but has not yet appeared in print, it can be listed under the general publication heading.

Presentations

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List any conference presentations, invited speaking engagements, or talks you have given. Again, these should be listed in reverse chronological order with the dates included. If you gave any talks that were invited talks it would be important to note that on the c.v..

Research Experience

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This may include any research assistantships or other employment that highlights your research training and skills. This section should include the name of the faculty member(s) for whom you worked as a research assistant, a brief description of the project and your role in the project. Along with any specialized skills developed while working on the project. You need to include the start and end dates of each position listed.

Grants, Fellowships, Honors, and Awards

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This section lists any grants, fellowships, awards, or other recognition for relevant academic work. Include any professional association awards and departmental distinctions, including the date awarded or award period. Be sure to spell out any acronyms for professional associations or organizations. This section should not include irrelevant or outdated awards. Undergraduate awards should only be included if they are very specific to the profession.

Optional Sections

While most c.v.s will include the above sections, the items below are considered optional. Only include these sections if you have items to list beneath them. Speak with faculty and other professionals in your field about the relevance of each section to your career field.

University and Community Service

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Many positions require some effort towards university or community service and outreach. Be sure to list any committees, relevant community outreach, and other forms of professional service.

Employment Experience

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Be sure to include any relevant employment experience that does not fit under the “Research Experience” section above. This may include work for a non-profit organization or government agency where research was not a critical component but was still relevant to the field.

Professional Affiliations – Memberships

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List any professional associations of which you are a member. Be sure to also list any leadership positions or service that you have done as a member of the organization. Again, make sure to not use acronyms or abbreviations. We recommend only including affiliations relevant to your discipline.

Teaching Experience

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Most graduates will have some teaching requirement as a component of a new faculty position. Use this section to emphasize any time as a teaching assistant or guest lecturer. Also, if you have completed any type of teaching certification or program, it can be listed here.

Technical Skills

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If your degree requires (or is enhanced by) the ability to use specific software, technical skills, or abilities, or the ability to use certain types of lab equipment be sure to include this on your c.v.

Foreign Language Proficiency

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Foreign language proficiency, specifically reading, writing, speaking and comprehension, may help you to stand out amongst your peers.

Other Sources to Consider in Developing your C.V.

Web Resources:

The Chronicle of Higher Education C.V. Doctor <http://chronicle.com/jobs>

Harvard University Graduate School of Arts and Sciences

http://www.gsas.harvard.edu/images/stories/pdfs/scholarly_pursuits.pdf?phpMyAdmin=6b9c477e53d3t291967f4

Purdue University - <http://owl.english.purdue.edu/owl/resource/641/01/>

Books:

Fiske, P. (1996). *To Boldly Go: A Practical Career Guide for Scientists*. Washington D.C.: AGU Publishing.

Formo, D. & Reed, C. (1999). *Job Search in Academe: Strategic Rhetorics for Faculty Job Search Candidates*. Sterling, VA: Stylus Publishing.

Heiberger, M. & Vick, J. (2001). *The Academic Job Search Handbook*. Philadelphia: University of Pennsylvania Press.

Anthony R. & Roe, G. (1994). *The Curriculum Vitae Handbook: Using Your C.V. to Present and Promote Your Academic Career*. Oxford: RUDI.

Newhouse, M. (1997). *Cracking the Academia Nut: A Guide to Preparing for Your Academic Career*. Boston, MA: Harvard University Press.