

## Academic Curriculum Vitae

Think of your CV as a full and detailed list of the accomplishments, skills, training, education, activities, interests and experiences you have acquired throughout your professional life. Unlike a traditional resumé (which should focus only on the most relevant information and be a maximum of two pages), the CV can span several pages, have a range of experiences and time, and include attachments. Your CV is one component of your professional portfolio.

### When to use the CV vs. a Resumé

Normally a CV is required for academic positions. A CV may also be requested for some government jobs, some positions in medicine, research and some international jobs. For most jobs outside academia, a resumé is the standard (there are significant differences in these documents).

### Presentation and Aesthetics

When creating your CV you should consider both presentation and content. Your CV must, of course, be error free, easy to read, attractive and accurate.

- Select good quality, easy-to-read copy paper, an appropriate size font (11 or 12 in Times New Roman, for example) and avoid busy graphics or multi-coloured ink and paper (a subtle graphic or logo is acceptable, but you should not use your school's logo on your document)
- Margins of 1" on all sides are appropriate (you can adjust the top and bottom margins slightly to fit in an extra line, but no less than .5" top and bottom and be consistent)
- Section headings should be differentiated from the details by font style (i.e., bold, italics, capitals or underlined) or size and should be lined up consistently (centred or the left margin)
- In each section, information should be presented in reverse chronological order
- Use **BOLD** to highlight information sparingly (you can highlight the names of degrees, job titles, papers, but not everything in a section)
- Use one consistent 'bullet' symbol (● or ■ or □ or ◻ being the most common) throughout the document, but you do not need to use it everywhere)
- Each page should include your name and the page number, but not your full 'header'
- In North America it is not appropriate to include photos or personal information on a CV

### Electronic CVs

You should create a version of your CV to be sent electronically, if requested. The electronic version will be very similar to the printed version, but without as many 'bells and whistles'. An employer may specify a PDF version of your CV, a 'rtf or txt' version or simply a 'Word' version. For more information on creating and sending electronic applications, the Career Development Centre has developed a handout which you can view on our website at <http://www.lauriercc.ca/career/students/job/resume.htm>

The order of presentation will vary according to the kind of position for which you are applying as well as the mix of skills and what you want to emphasize. The most impressive and relevant information should appear early in the document. You should always have your academic supervisor review your CV and other job application material

documents prior to submission.

**ACADEMIC CV GUIDELINES**  
Sample General Content of a North American CV

**Contact Information**

Name

Address, phone, fax, and email for home and office

Professional website or blog address

*Don't include personal information (e.g., marital status)*

**Education**

- Most recent education is listed first (work back chronologically)
- Indicate major (specialty), type of degree, and date awarded for each post-secondary school attended
- Titles of theses or dissertations and chairs of committees
- If you have not completed the PhD, indicate the status of dissertation and expected graduation date

**Honors and Awards**

- List all in a separate section, or incorporate under Education
- List each award, granting institution and date awarded

**Teaching Experience**

- List courses taught, co-taught, assisted with as TA
- Note the institution, role held in each and supervisor

**Research Experience**

- List Assistantships, practica, other research experience
- Institution, nature of position, duties, dates, supervisor
- Statistical and Computer Experience (for research positions)
- List courses, statistical and computer programs, data analysis
- Techniques and abilities

**Professional Experience**

- List relevant professional experience (administrative work, clinical work)

**Grants Awarded**

**Publications**

- Separate publications into sections for articles, chapters (if you have only a few list them here, if you have many, you may prepare a separate list and attach to the back)
- Reports and other documents

**Conference Presentations**

- Separate into sections for posters and papers

### Unpublished Manuscripts

- Works in preparation
- Works under review
- Beware listing many papers in preparation if have no publications

### Professional Activities

- List service activities, committee memberships, administrative work, lectures invited to deliver, professional workshops delivered or attended, editorial activities

### Professional Affiliations

### Research Interests

- Briefly summarize your research interests with 4 - 6 key descriptors

### Teaching Interests

- List courses you are prepared to teach, would like the opportunity to teach

### References

## SAMPLE ACADEMIC CV

### **YOUR FULL NAME and CREDENTIALS** (i.e., BSc, MA, ABD, PhD, etc.)

#### **CONTACT INFORMATION**

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*(One address, phone number and email. Include professional web page, blog or CV if applicable.)*

#### **QUALIFICATIONS PROFILE** (optional)

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- A paragraph or bullet point summary of 3 - 5 of your most relevant highlights
- This is a 'big picture' presentation of the key points
- For example, you could summarize your teaching experience or research background
  - *Over 3 years experience teaching undergraduate and graduate level classes including lectures, seminars, webinars and online classes with class sizes from 3 - 200 students*
  - *Conducted extensive research and published several findings on \_\_\_\_\_*

#### **EDUCATION**

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##### **Doctor of Philosophy, Discipline**

University, City, Province

(Graduation DATE)

- add thesis title, supervisor and committee
- add comprehensive exam fields and committee members (optional)

##### **Master of Science/Arts/Social Work/Discipline**

University, City, Province

YEAR - YEAR

- add thesis title and/or supervisor

##### **Bachelor of Science/Arts/Business Administration**

University, City, Province

YEAR - YEAR

- add academic awards or GPA if it is particularly high

#### **AWARDS, DISTINCTIONS AND FELLOWSHIPS**

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You can list awards and fellowships here if they are very strong (if not, then you can include this later in the document). If you have only one award or one per degree, you may list each award/fellowship as a bullet under the respective degree. If you have several, you may include them in a separate section (which could be presented here or later in the document depending on what you want to highlight).

## TEACHING EXPERIENCE

List the courses you have taught (including teaching assistant roles). If you have very little teaching experience you could include seminars you have lead or lab instructor/leader roles. Include the name, year, course number and, optionally, a one-line statement about the content of the course. If you are applying for a position with an emphasis on a teaching role, place this experience before 'Research Experience' and be certain to include a separate teaching statement.

Course Name and Number, Department, University, City, Province TERM, YEAR

- provide a one-line statement about the course content  
(add other positions if applicable)

Course Name and Number, Department, University, City, Province TERM, YEAR

- provide a one-line statement about the course content  
(add other positions if applicable)

## RESEARCH EXPERIENCE

List your relevant research experience, whether it was part of your graduate studies, postdoctoral work or temporary positions. For many disciplines, work experience with industry will be more useful if it contained a research component or is relevant to the discipline in which you are applying. If your work experience is less relevant, then you should present this in a separate section entitled, 'Additional Experience' at the end of the document.

Name of Position, Department, University/College, City, Province YEAR-YEAR

- use brief sentences with action verbs to describe your activities
- emphasize what was unique about your research, your techniques and the findings
- consider using the PAR formula (problem, action, result) or focus on achievements

## CLINICAL EXPERIENCE/KNOWLEDGE

If relevant (e.g., for social work graduates), you can list your relevant clinical experiences and areas of expertise. You might include a list of 'techniques', theoretical frameworks and populations you have worked with in a clinical capacity

Position, Organization, City, Province YEAR

- briefly include information on the population with which you have worked, core issues, techniques
- e.g., 'Provided crisis intervention to at-risk youth populations using a brief therapy model'



## UNIVERSITY COMMUNITY INVOLVEMENT

List the committees and student organizations in which you were involved

Name of Position, Department, Lab, University, City, Province

YEAR-YEAR

- Briefly describe the committee type, focus and your role
- Include an initiative you took and/or an achievement you had with results

## COMMUNITY INVOLVEMENT/ACTIVITIES

Many institutions do value community involvement. If you served on boards of directors, committees or volunteered in a professional capacity. For example, a social work student may volunteer at a community crisis unit or a physics student may volunteer to teach physics at a local physics and astronomy club in the community.

Position (Volunteer Teacher, Committee Member), Organization, City, Province

YEAR-YEAR

- brief summary of role and may include a brief description of organization/population

## ADDITIONAL PROFESSIONAL EXPERIENCE

You may list other jobs you feel provide relevant skills. List basic, brief information such as

Name of Position, Organization, City, Province

YEAR

## LANGUAGES

If you are perfectly bilingual add 'fluent written and spoken'. Describe varied levels of fluency according to the following: 'Basic', 'Intermediate', 'Fluent'.

## INTERESTS

You can include one section which includes both Interests and Volunteer/Community Activities if you have only one or two volunteer activities. If you include interests (hobbies), present them in full-sentence form (do not say 'reading', say 'avid reader of historical biographies and novels', make an interest something worth including and discussing).

## REFERENCES AND LETTERS OF RECOMMENDATION

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Present this on a separate piece of paper. You will need to include at least three references including all contact information. Contact these people ahead of time and inform them of your application. Your supervisor must be the first reference. You can include referees from your Masters Degree. Other non-academic employers may also be included, but you should not include more than one. Provide your references with a copy of your CV, material from your professional portfolio and other information you think will be useful in assisting them in recalling and highlighting your most relevant skills and accomplishments.

You should ask for letters of recommendation from faculty members with whom you have worked (your advisor and those for whom you have been a TA/RA) and others you have worked with/for (for example, if you have worked as a Social Worker you should have letters of recommendation from your supervisor). In some cases a reference may ask you to write a draft of the document yourself. First discuss with them the skills you want to present and then write the letter for their review.

## TEACHING STATEMENT

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Most educational institutions are now requesting a 'Summary of Teaching Experience' or a 'Statement of Teaching Philosophy' to be included in the application package. This document should be presented on a separate piece of paper (with your name and contact information on the first page and your name and page number on subsequent pages). As with the CV, this document needs to be attractive and error free. You may present this information with headings and in both bullet and paragraph form.

Unless otherwise stated this statement should be between 1 to 2 pages in length and incorporate information on:

- Your teaching experience (not a detailed list of courses, as this information is in the CV)
- Your teaching interests including courses you could teach or would like to teach and those you would like to develop
- Teaching philosophy and views on teaching and education (for more information on the teaching statement you can review the 'Teaching Philosophy' document available from the Career Development Centre).

## RESEARCH STATEMENT

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Keep in mind that this is not the same as a research proposal. You do want to include some information about your past, current and future research plans, but do not get 'bogged down' in the specific details. Focus on what is interesting and why you are passionate about your research. You can discuss what you did and how you did it, but do not forget to discuss why you did it, what you learned, what it means and why it is relevant. When you discuss future research plans keep in mind the application of this research to your position at that institution. What will your research mean, what will it enable you to do, how will it benefit the department and the students. You want to find a balance between presenting the details of your research and communicating what is interesting and relevant. Each reader may be looking at this document from a different perspective. Be certain to keep these perspectives in mind as you discuss your research.