

Curriculum Vitae

Tips and Samples

THE BASICS

The curriculum vitae, also known as a CV or vita, is a comprehensive statement of your educational background, teaching, and research experience. It is the standard representation of credentials within academia.

- The full CV is only used when applying for academic positions in four-year institutions.
- Do not use a CV when applying to community colleges—use a teacher-focused résumé instead.
- Tailor your CV to the specific positions to which you are applying and place more relevant sections earlier in the document.
 - For a position at a teaching-focused liberal arts college, the CV will strongly emphasize teaching.
 - For a position at a research-intensive university, the CV will accentuate research.
- Format can vary by field, so also seek disciplinary-specific advice from advisers, professors, and others within your field.
- There are no length restrictions for CVs.

FORMATTING

- Your CV must be well organized and easy to read.
- Choose an effective format and be consistent.
- Use bolds, italics, underlines, and capitalization to draw attention.
- List all relevant items in reverse chronological order in each section.
- Strategically place the most important information near the top and/or left side of the page.
 - In general, place the name of the position, title, award, or institution on the left side of the page and associated dates on the right.
- Use a footer with page numbers and your last name, in case pages get separated.

DESCRIBE YOUR EXPERIENCES

- Articulate what you have done and take advantage of the opportunity to describe your research and teaching experiences—do more than simply list them.
- Avoid the bland phrase “responsibilities included.” This can sound like a dull job description. Instead, use bullets to describe your activities, accomplishments, and successes.

SECTIONS TO INCLUDE

The Basic Sections

Heading: Name, email address, mailing address (only one), and phone number

Education: List academic degrees, with in progress or most recently earned first.

- Name of institution, city and state, degree type and major, month and year degree was (will be) awarded
- Thesis title and advisor, if applicable

Relevant Experience: List positions that show off your skills and expertise. You can group experiences into relevant categories to enhance your CV (e.g. Research, Teaching, and Administration). For each position, include:

- Title, organization name, city and state, dates position was held.
- Bullet points that summarize your activities/duties, accomplishments, and successes. Use action verbs.

Publications: Give bibliographic citations for articles, pamphlets, chapters in books, research reports, or any other publications that you have authored or co-authored. Use the format appropriate to your particular academic discipline for a clean look.

Presentations (Oral and Poster): Give titles of professional presentations, name of conference or event, dates and location, and, if appropriate in your discipline, also include a brief description. Use the format appropriate to your particular academic discipline for a consistent and clean look.

Honors and Awards: Receipt of competitive scholarships, fellowships, and assistantships; names of scholastic honors; teaching or research awards.

References: Three to five are appropriate. If you are responding to an advertisement that asks for references, include those requested on a separate addendum sheet.

*Optional Sections

Qualifications or Skills: A summary of particular or relevant strengths or skills which you want to highlight. Typically, this is not included as a separate section, but addressed in other sections. Occasionally, it may be appropriate to list special computing or language skills.

Grants Received: Include name of grant, name of granting agency, date received, and title or purpose of research project.

Institutional Service: List institutional committees you have served on, including offices held, student groups you have supervised, or special academic projects you have assisted with.

Certifications: List all relevant certifications and the year received.

Professional Associations: Memberships in national, regional, state, and local professional organizations. Also, list significant appointments to positions or committees in these associations. Student memberships in professional associations are appropriate.

Recent/Current Research: Description of research projects recently conducted or in progress. Include the type of research and a brief description of the purpose.

Community Involvement: Appropriate and relevant volunteer work, church work, community service organizations, etc.

Educational Travel: Names of countries, dates, purpose.

Rachel Green

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EDUCATION

PhD in English May 20xx

University of Illinois at Urbana-Champaign

Dissertation title: “Down on the Farm: World War One and the Emergence of Literary Modernism in the American South”

Committee: Margaret Black, Naomi Blue, John Jay, Robert Roberts (Chair)

MA in English 20xx

University of Illinois at Urbana-Champaign

BA in English and Communications, *summa cum laude* 20xx

Butler University, Indianapolis, IN

TEACHING & ADVISING

Composition Instructor Month 20xx-Present

Research Writing Program, University of Illinois

- Facilitator for seven sections of English composition (120+ students/semester).
- Planned and taught a writing-intensive course based upon current events.
- Used instructional technology to enhance pedagogical technique.
- Taught in part with an innovative, interdisciplinary team-teaching program design.

Literature Instructor Month 20xx-Present

Department of English, University of Illinois

- Instructor of record for two sections of literature, including *Major American Authors* and *Introduction to Poetry* per semester.
- Integrated multimedia and humanities approaches to teaching literature using film and instructional technology.

Coordinating Group Leader Month 20xx-Month 20xx

Research Writing Program, University of Illinois

- Planned and led required training session for teaching assistants and new composition teachers.
- Helped to mentor new hires to the English Department staff to ensure their engagement and professional development.
- Provided job shadowing and training opportunities to assist new hires in adjusting to the pace of work and the tone and style of the University.

Discussion Leader Month 20xx-Month 20xx

Carolina Summer Reading Program, University of Illinois

- Led group discussion for first-year students on academic topics.

Teaching Assistant Month 20xx-Month 20xx

Department of English, University of Illinois at Urbana-Champaign

- Taught a section on film criticism, including film history, theory and technical vocabulary.
- Planned lessons and assignments, led discussion sections, graded papers and exams.
- Organized and led group discussions on social and academic issues.

RESEARCH EXPERIENCE

Doctoral Researcher

Month 20xx-Month 20xx

Department of English, University of Illinois at Urbana-Champaign

- Conducted primary source research at numerous archives, examining publication history through multiple sources.
- Examined the literature of William Faulkner, Thomas Wolfe, and Tennessee Williams, exploring their publication records, construction of literary identity, and relationship with modernism.

Research Assistant

Month 20xx-Month 20xx

Department of English, University of Illinois at Urbana-Champaign

- Assistant to Professor Robert Warren, conducting primary and secondary source research.
- Organized for the “New Directions in the Study of Southern Literature: An Interdisciplinary Conference.”

PUBLICATIONS

Associate Editor of North Carolina Slave Narratives. John Jacob Franz, general editor. Forthcoming from University of Illinois Press, 20xx.

Johnson, JM, Lolie, T., and **Green, R.** “Lost on the Farm: Popular Beliefs” *Somebody Journal*, Special Issue, Reflections on the Americas. Vol. 6. Accepted and forthcoming.

Green, R. “Fugitives/Agrarians” in *A Companion to Twentieth-Century American Poetry*. Rutgers Press., 20xx.

Davis, D.A. and **Green, R.** “Will N. Harben,” “Etheridge Knight,” and “James Wilcox” in *Southern Writers: A Biographical Dictionary*. Louisiana State University Press, 20xx.

CONFERENCE PRESENTATIONS

“Artistic Colloquialism,” Illinois Graduate College Seminar, speaker and organizer. Urbana, IL, 20xx.

“Transitional Bible Belt,” US Divergence Symposium, Duke University, NC, February 20xx.

“The Ministry of Rev. Thomas H. Jones,” South Atlantic Modern Language Association. Atlanta, GA, May 20xx.

“Shackles and Stripes: The Cinematic Representation of the Southern Chain Gain.” American Literature Association. Cambridge, Massachusetts, November 20xx.

“Body Place of Sprits in the South,” Queen Mary College, University of London, April 6-8, 20xx.

HONORS AND AWARDS

Jacob K. Javitz Fellowship, U.S. Department of Education 20xx-present

Graduate College Dissertation Completion Award, University of Illinois 20xx

Campus Teaching Award based on student evaluations, University of Illinois 20xx-20xx

Doctoral Fellowship, Illinois Program for Research in the Humanities,
University of Illinois 20xx-20xx

Summer Research Grant, Center for Summer Studies, City, ST 20xx

Graduate College Conference Travel Grant, University of Illinois 20xx & 20xx

Most Outstanding Butler Woman, Butler University, Indianapolis, IN 20xx

Academic Scholarship, Butler University, Indianapolis, IN 20xx-20xx

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PROFESSIONAL SERVICE

Managing Editor

Month 20xx-Present

Southern Literary Journal

- Process manuscripts submitted for publication
- Oversee production and publication procedures.
- Maintain editorial correspondence with prospective contributors.
- Conduct business transactions including publicity, subscriptions and advertising.

Poetry Staff

Month 20xx-Month 20xx

University Quarterly

- Review and solicit poems for possible publication.

Editorial Assistant

Month 20xx-Month 20xx

Southern Literary Journal

- Designed and maintained journal's internet presence.
- Edited copy for publication on a monthly basis.

UNIVERSITY SERVICE

Graduate Mentor

Month 20xx-Month 20xx

The Career Center, University of Illinois

- Counsel minority undergraduates on graduate programs, application procedures and funding.

Career Advisory Committee

Month 20xx-Month 20xx

Graduate College, University of Illinois

- Served on university committee to evaluate and propose career services for graduate students.
- Collaborated with faculty and students to prepare final report for submission to the Graduate College Dean.

University Library Advisory Committee

Month 20xx-Month 20xx

Undergraduate Library, University of Illinois

- Advised University Librarian on needed services and improvements.

PROFESSIONAL MEMBERSHIPS

- Modern Language Association (MLA)
- American Literature Association (ALA)
- American Studies Association (ASA)
- South Atlantic Modern Language Association (SAMLA)
- Society for the Study of Southern Literature
- Robert Penn Warren Circle
- Southern Research Circle
- Fellowship of Southern Writers

REFERENCES

John Jay, Assoc. Professor of English
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