

# CV

The curriculum vitae (*also referred to as the vita or CV*) is a summary of one's educational background and academic-related experiences, and is used when applying for teaching and administrative positions in academia or for fellowships or grants.

*Your CV should be long enough to thoroughly present all your qualifications in specific categories, which should be listed in order of relevance for the position you seek. While there is no universally accepted way to write a CV, here are some of the common components across disciplines:*

<b>Contact Information</b>	Full name, mailing address, phone number, and a professional email. On secondary pages, be sure to include your last name and the page number on each page of your CV.
<b>Educational Background</b>	List all earned academic degrees beginning with the most recent (exclude high school). Include name of institution, location, dates of completed degrees/certificates.
<b>Teaching Experience</b>	List the courses, institutions, and dates where you have taught, and also include courses you are prepared to teach.
<b>Research Experience</b>	Include the name and location where the research took place and the advisor or faculty member that led the project. This section could include graduate research assistantships, post-doctoral fellowships, research projects, etc.
<b>Professional/Work Experience</b>	List any full-time or internship experience that is relevant to your field.
<b>Publications</b>	Include full bibliographic citations of your articles, monographs, research, book chapters, etc. with bold-faced font to highlight your name in the citation (publications "under review" and "in press" may be used if appropriate).
<b>Presentations</b>	Describe the talk title, name of conference, dates, and location - distinguishing between those presentations to which you were specifically invited and others.
<b>Academic Service</b>	List all departmental and university groups, committees, advisor positions or task forces which you served on.
<b>Awards/Honors</b>	List all fellowships, scholarships, grants, teaching or research awards and the name of the related institution and dates.
<b>Professional Affiliations/Memberships</b>	Include any memberships in professional organizations and significant appointment/election to positions on committees.
<b>Optional Categories</b>	These could include, but aren't limited to: skills, foreign languages, foreign travel, thesis/dissertation committee responsibilities, academic advising, research activities, relevant skills, and grant writing/participation.

*Use the information on this handout to get started with crafting your CV!  
For more individual help with getting started and critiquing your CV, contact the Center for Career Development for an appointment with your Career Consultant at (865) 974-5435 and visit our website at [career.utk.edu](http://career.utk.edu)*