



## CURRICULUM VITAS

Curriculum Vitas (CVs) are generally used by Ed.D. students who are seeking faculty positions, think-tank research positions or academically focused administrative appointments in higher education. In certain cases, individuals may use a CV for consulting jobs if they possess extensive experience that is highly relevant for the desired position. CVs follow many of the same guidelines as resumes (except for length, which is longer) so refer to our Resume Quick Tips for details on using action verbs, quantifying your accomplishments and targeting your CV for various types of jobs.

The first step in writing your CV is to gather all of your information regarding education, work experience, research interests, publications, presentations, professional associations, etc. on paper. At this point, visit Career Services for direction on presenting this information since there are multitudes of ways to craft a CV. You may even have several different CVs depending on the types of jobs you are seeking. Sometimes a resume is more appropriate for your situation so it's important to talk with our counselors to determine the best way to proceed.

- While there are many different sections and headings that can be included, the main sections common to most CVs are:
  - Education
  - Experience
  - Research/teaching experience
  - Honors and awards
  - Publications
  - Presentations
- Brainstorm a list of all things that *could* be part of a CV. Once you have a sense of what you have to work with, decide what to include.
- Talk with your dissertation advisor and other faculty to determine what qualifications, knowledge and skills are desired in your field and how to best present them on your CV.
- Elaborate on your CV as you proceed through school by adding new skills, experiences or awards you've gained each semester.
- Place your Education section immediately after your name and contact information.
- Include your dissertation title and possibly even your committee members on an academic CV.
- Use the American Psychological Association style guidelines when citing your publications.
- Highlight your teaching experience when applying for smaller liberal arts colleges, which tend to be more interested in teaching experience than research.
- Place Honors and Awards after the Education section if they are prestigious. However, do not include dollar amounts of awards.
- Create a Summary of Qualifications for consulting CVs if desired.
- Prioritize your CV by ordering the sections in descending order of importance.
- Keep your CV single-sided in case the prospective department photocopies your CV and omits the backside of the page.
- Include your name and page number on each page.

## Additional Resources

Possible sections to include on CVs

<http://www.dartmouth.edu/~gradstudy/careers/services/vita.html>

“Writing a Curriculum Vita”

<http://www.cpp.umich.edu/students/cclibrary/careerguides/cvpub2000.htm>

General CV tips

<http://www.cvtips.com/>

<http://jobstar.org/tools/resume/res-cv.php>

<http://www.coloradocollege.edu/careercenter/publications/pdfs/Curriculum%20Vitae.pdf>

*The Higher Education Job Search: A Guide for Prospective Faculty Members* (Copies at CSO)

For more information, contact Career Services -  
617.495.3427

[cso@gse.harvard.edu](mailto:cso@gse.harvard.edu)

[www.gse.harvard.edu/about/administration/careers/](http://www.gse.harvard.edu/about/administration/careers/)  
1 Longfellow Hall