

HOW TO WRITE A CURRICULUM VITAE (CV)

What is a Curriculum Vitae/CV?

A **curriculum vitae** or **CV** is similar to a resume in that it provides an overview of your professional and educational experience. The difference between the two primarily lies in content and purpose. A CV is typically developed for application for teaching or research positions in a university or research setting. A resume is prepared for employers outside the academic environment.

Content

The CV should begin with **name**, **contact information** (including email), and **education**.

The **education** category should include the name of the colleges or universities attended, city and state of each, degrees earned, area(s) of study, and graduation dates. Degrees should be listed in reverse chronological order, with the most recent listed first. List the title of each thesis/dissertation, as well as the primary advisor.

Beyond this basic information, category headings used within CVs may vary widely. However, there are certain major areas that require mention, regardless of specific headings used. These are:

- Research
- Teaching
- Service

Research: Include all relevant research experience in your area of specialization. You may choose to list publications, conference presentations and any other evidence of scholarly work in this section.

Teaching: List all teaching fellowships, assistantships, or any other experiences working with students in a classroom/laboratory setting. You may also choose to list teaching interests or similar categories.

Service: Include service to the university or community. You may also include professional associations, volunteer work, committee membership, etc. in this section.

Format

As mentioned above, it is important to incorporate evidence of research, teaching, and service in your CV, but choice of category headings to cover these areas is purely subjective. Most CVs include a sampling of the category headings listed below. Choose category headings that emphasize your particular strengths and achievements.

Also, depending on the position to which you are applying, it may make more sense to rearrange categories. For instance, if you are applying for a college teaching position where teaching is the focus, it is recommended to focus on that general area early in the CV. If research is the primary focus of the institution to which you are applying, listing research-related categories near the beginning of the CV will be most effective.

References

Be sure to end your CV with a short list of references, if possible. Supply the name, address, telephone/fax number and email address of 3 -6 individuals who can comment on your ability to succeed in the position for which you are applying.

Choose your references wisely, i.e., persons who know you and your work well, and think about choosing people with high external visibility. Be sure to ask their permission before submitting their names.

Whenever you provide reference information to an institution, advise your referees that they may be getting contacted. Keep them up-to-date on your professional activities and provide them with a copy of your CV.

Final Tips

- Length:
2 to 4 pages for a new professional
4 to 7 pages for a person with more experience
10 pages maximum
- Omit reference to marital status, children, health, spouse's work, religious affiliation, and date of birth.
- Do not include headings such as "Curriculum Vitae", "Personal Information", or "Name".
- Use action verbs to begin every job description.
- Add a header with name and page number to each page after the first.
- Be sure to have the career counselor at the Office of Postdoctoral Services critique your CV when you have completed your draft.

Sample Category Headings

Education
Educational Background
Professional Studies
Academic Background
Academic Training
Degrees
Dissertation
Comprehensive Areas
Master's Project
Thesis

Professional
 Competencies
Course Highlights
Educational Highlights
Proficiencies
Areas of Knowledge
Areas of Expertise
Areas of Concentration in
 Graduate Study
Graduate Fieldwork
Graduate Practica
Specialized Training
Internships
Teaching Assistantships
Research Assistantships

Teaching Interests
Academic Interests
Research Interests
Educational Interests
Postdoctoral Experience
Professional Interests
Professional Experience
Professional Overview
Professional Background
Academic Appointments
Teaching Experience
Teaching Overview
Experience Summary
Professional Summary
Experience Highlights
Related Professional
 Experience
Research Appointments
Research Experience

Academic
 Accomplishments
Professional
 Achievements
Career Achievements
Career Highlights

Background
Research Overview
Administrative Experience
Consulting Experience
Related Experiences
Academic Service
Advising
Professional Service
Professional Development
University Involvement
Service
Outreach
Leadership
Major Committees
Committee Leadership
Departmental Leadership
Professional Association
Advisory Boards
University Assignments
Advisory Committees
National Boards
Conferences Attended
Conference Participation
Conference Presentations
Conference Leadership
Workshop Presentations
Convention Addresses
Invited Addresses
Invited Lectures
Lectures and Colloquia
Scholarly Presentations
Programs and Workshops
Professional Activities
Presentations and
 Publications
Abstracts
Publications
Scholarly Publications
Scholarly Works
Bibliography
Books
Chapters
Editorial Boards
Professional Papers
Technical Papers
Refereed Journal Articles
Editorial Appointments
Articles/Monographs
Reviews
Book Reviews
Multimedia Materials
Selected Presentations
Research Awards

Research Grants
Funded Projects
Grants and Contracts
Patents
Exhibits/Exhibitions
Arrangements/Scores
Performances
Recitals

Scholarships
Fellowships
Academic Awards
Honors
Distinctions
Activities and Distinctions
Honors and Awards
Professional Recognition
Prizes
College Activities
Awards
Affiliations
Memberships
Professional Memberships
Memberships in Scholarly
 Societies
Professional Organizations
Honorary Societies
Professional Societies
Professional Certification
Certification
Licensure
Endorsements
Special Training

Foreign Study
Study Abroad
Travel Abroad
International Projects
Languages
Language Competencies

ALEKSANDR SPIRKO

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EDUCATION

University of North Carolina at Chapel Hill
Ph.D., Biochemistry and Biophysics May 2001
Dissertation title: Title, Advisor: Dr. Name

University of Maryland Baltimore County, Baltimore, MD
Bachelor of Science, Biological Sciences June 1992
Dean's Award: 4 semesters

RESEARCH EXPERIENCE

University of North Carolina at Chapel Hill June 2001 – present
Postdoctoral Fellow, Department of Pharmacology
Advisor: Dr. Drew

University of North Carolina at Chapel Hill July 1994 – May 2001
Graduate Research Assistant, Department of Biochemistry and Biophysics
Advisor: Dr. Knowitall

National Institute on Aging, Baltimore, MD January 1992 – June 1994
Biologist, Endocrine Section/Diabetes Unit, Gerontology Research Center

Crop Genetics International, Hanover, MD May – August 1990
Research Intern, Department of Pathology

HONORS / AWARDS

Postdoctoral Fellowship, University of North Carolina at Chapel Hill 2001-present
Dissertation Fellowship, University of North Carolina at Chapel Hill December 2000
Smith Graduate Research Fund Grant October 1999
Thorne Fellowship, University of North Carolina at Chapel Hill April 1999

TEACHING EXPERIENCE

University of North Carolina at Chapel Hill 1998-2000
Teaching Assistant, Department of Biochemistry and Biophysics
Introduction to Biochemistry (2 semesters)
Biochemistry for Dental Students (1 semester)
Enzyme Properties, Mechanisms, and Regulation (2 semesters)

PUBLICATIONS

A. Spirko, G. Jetson, B. Spears, J. Goodman, and L. Stahl: Sample Article 1. *Biochemical Journal* (2003).

A. Spirko, L. Skywalker, J. Cleaver and L. Welk: Sample Article 2. *Biochemical Journal* (2001).

P. Sajack, **A. Spirko**, R. Cunningham, E. O'Neill, and J. Tremain: Sample Article 3. *Blood* (2000).

A. Spirko, A. Robinson, and C. Clinton: Sample Article 4. *Journal of Tissue Culture Methods* (1999).

UNIVERSITY SERVICE

Teaching Committee, UNC Biochemistry and Biophysics Department Fall 2000
Revised selection, training, supervision and evaluation of teaching assistants. Developed new departmental guidelines and procedures, a TA handbook, and departmental evaluation forms.

Advisory Committee, UNC Center for Teaching and Learning Spring 1999
Explored ways of expanding the training and mentoring of graduate teaching assistants and the possibility of developing a college-teaching certification program.

PROFESSIONAL MEMBERSHIP

American Crystallographic Association April 1997-present
Student Representative, Southeastern Chapter April 1997-April 1999

REFERENCES

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