

# COLUMBIA UNIVERSITY CENTER FOR Career Education

## C U R R I C U L U M V I T A E



### *What is a CV?*

A curriculum vitae (also known as a vita or CV) provides a detailed and comprehensive description of your academic credentials and achievements. A CV differs from the more concise resume, which summarizes your skills and experience in relation to a specific career objective. Those who hold master's or doctoral degrees will need to submit a CV when they apply for teaching or research positions at colleges, universities, or research institutions. Other industries and educational institutions, including public and private schools, prefer a resume.

### *What should I include?*

Your CV is your on-paper persona: it must be appealing and convince a search committee of your qualifications. Include the following information:

- ◆ Name, address, telephone number and/or e-mail address
- ◆ Degrees, awarding institutions, and dates
- ◆ Dissertation or thesis title(s), names of advisor and committee members
- ◆ Awards, fellowships, and grants
- ◆ Publications and presentations
- ◆ Teaching experience and interests
- ◆ Related experience (for example, administrative or editorial experience)
- ◆ Language or other skills; extracurricular activities
- ◆ Service and membership in professional associations (e.g., Modern Language Association)

Different disciplines may warrant additional sections, such as Data Sets (sciences), Performances (performing arts), Research Experience (multiple disciplines), Film Production Highlights (MFA), etc. Consult with your advisor and other relevant faculty to learn more about what the conventions are for your specific field. Regardless of area of specialization, do not include personal information such as your age, marital status,

race, ethnic background, or religion for positions in the US.

### *How should I organize my CV?*

It is essential that you present your qualifications and achievements in a clear, concise, and organized fashion. Use topical headings and consider their order: what comes first will receive the most emphasis. New job seekers usually open with their academic preparation, drawing attention to their degrees. Experienced job seekers, however, may begin with their current positions. There are no universal rules for vitae, so again, check with your advisor. Many faculty members post their CV on line, so you may wish to look for examples from new faculty in your field.

Formatting is also critical: it should support and not obscure the content of your CV. Consider your audience and make your CV easy to read. Names, titles, and dates should appear in the same place within each entry. Be consistent in your use of punctuation, type face, and indentation. Also, liberal use of white space and judicious use of bold type can help make your CV a swift and pleasant read. Finally, meet with a career counselor to review your CV, and show it to your peers and professors to solicit their feedback.

### *How long should my CV be?*

Content determines the length of the CV. Thus, a student or junior professor may write a CV two to four pages in length; however, senior faculty may produce vitae that run to ten or more pages.

### *Books available in the CCE's Resource Center:*

- ◆ The Academic Job Search Handbook
- ◆ The Curriculum Vitae Handbook
- ◆ How to Prepare Your Curriculum Vitae
- ◆ Cracking The Academia Nut

### *Additional Online Resources:*

- ♦ Try searching the archives of The Chronicle of Education's Career Network for "c.v." and "cv." You will find very helpful articles, advice, and sample vitae:  
[www.chronicle.com/jobs/archive/advicearch.htm](http://www.chronicle.com/jobs/archive/advicearch.htm)

- ♦ For a concise pdf guide to CVs, see  
[www.stanford.edu/dept/CDC/graphics/pdfs/CV\\_covlets.pdf](http://www.stanford.edu/dept/CDC/graphics/pdfs/CV_covlets.pdf)
- ♦ Further samples can be found at  
[www.vpul.upenn.edu/careerservices/gradstud/samples.html](http://www.vpul.upenn.edu/careerservices/gradstud/samples.html)

## *Example CV*

**ROBERTA C. VALENTINI**

25 Wayne Avenue

Oakland, California 94610

(510) 555-1234    rcv331@columbia.edu

### **EDUCATION**

**Columbia University**, New York, NY

**Ph.D.** in American History, May 2003

Dissertation: "Politics in Working Class Los Angeles," passed with distinction

Dissertations Advisor: John Smith, Ph.D.

Fields for qualifying exams: Urban America, History of American Journalism

**M.A.** in American History, December 1998

Master's Thesis: "The Use of Video in Presidential Campaigns"

**University of Southern California**, Los Angeles, CA

**B.A.** *summa cum laude* in History, May 1996

Honors Thesis: "The Nixon Administration"

### **FELLOWSHIPS AND AWARDS**

Postdoctoral Fellowship, Columbia University, 2002-2003

Matriculation and Facilities Fellowship, Columbia University, 2000-2002

Interdisciplinary Fellowship, Columbia University, 2001-2002

President's Fellowship, Columbia University, 2000-2002

Gross Travel Grant, Jayne State University, 1999

### **TEACHING AND RESEARCH INTERESTS**

Media and Memory; Journalistic History of America; Class and Politics in 20<sup>th</sup>-Century America; The American Working Class; Political History of Los Angeles

### **TEACHING EXPERIENCE**

**Columbia University**, New York, NY

**Lecturer**, 2000-2002

Taught the course "Early American History." Designed course structure and requirements; lectured and administered all grades.

**Adjunct Instructor**, 2000-2001

Taught the course "U.S. History to 1900." Created syllabus; lectured and administered grades.

**Teaching Assistant**, 1997-1999

Assisted Professor Chris Columbus in his course "The United States in 1945." Helped create curriculum; composed exams and term paper assignments; led weekly discussion sessions; graded all written work and determined final grades.

### **RESEARCH EXPERIENCE:**

**Columbia University**, New York, NY

**Postdoctoral Fellow**, 2003-2004

Conducting research on the history of the working class in the United States from 1900-1940. Results will be published in three journal articles.

**New York Historical Society**, New York, NY

**Researcher**, 1999-2000

Researched issues in New York City history; selected writers for publications and exhibits.

**Houghton Mifflin Company**, Boston, MA

**Writer**, 1996-1997

Researched and wrote reference articles on diverse topics in American history.

**ABC News**, Los Angeles, CA

**Researcher**, 1994-1996

Verified the historical accuracy of special programming on American history.

**PUBLICATIONS AND PRESENTATIONS:**

“Class Conflict in a Working Suburb of San Francisco in the 1920s.” Paper presented at the Annual Meeting of the Association of Geographers. San Francisco, CA, March 2002.

“Working Class in Los Angeles in the 1920s.” Paper presented at the Los Angeles History Research Group. San Marion, CA, November 2001.

(with Alison Lee), “Alcoholism in America.” Report prepared for the National Institute on Alcohol Abuse and Alcoholism. Los Alamitos, CA, May 2000.

“An Analysis of the Recent Presidential Campaigns.” Paper presented at the Conference on the Presidency, sponsored by the Center for the Study of the Presidency. Erie, PA, April 1998.

**MEMBERSHIPS AND SERVICE:**

American Historical Association

Organization of American Historians

Western Association of Women Historians

President, Graduate History Association, Columbia University, 1999-2000

**LANGUAGES:**

Reading and basic speaking competence in French, Spanish and Modern Greek. Translation competence in Italian.