

# Curriculum Vitae

## CV's and Resumes

You are probably familiar with a resume, but may or may not have heard the term curriculum vitae. A resume is a one to two page summary of your academic and work experiences. A CV, or *curriculum vitae*, is a detailed profile of your academic and professional qualifications. It can vary in length from one to several pages, depending upon the variety and number of your experiences. The vitae of experienced candidates may be longer than that of a graduate student. Keep in mind that the relevance of the information contained in your vita is more important than the number of the pages filled.

A CV is typically required for academic, medical and scientific positions. Although they are actually different, the terms CV and resume are used interchangeably by many people. Outside of the U.S., CV's are used in place of a resume and are constructed in a different way; Career Services offers links to these resources on our web site.

## Getting Started

Typical vita categories or headings may include some or all of the following:

### Personal/Contact Information

- Place your complete name, address and telephone number at the top of the page. Include an e-mail address. Make sure that the telephone number is the number at which you would like to be contacted.

### Academic Background/Education

- Start with your most recent educational experience first (this is reverse chronological order).
- For each degree you have obtained, spell out the full name of the degree (i.e. "Doctor of Philosophy") and the full name of the university.

Then note the year of graduation.

- If you are currently working on a degree, put the word "candidate" after the name of the degree, spell out the full name of the university, and note the expected year of graduation.
- Also note postgraduate work/residency/fellowship, majors/minors, thesis/dissertation titles
- Honors may be included here or in a separate section.
- Do not include information from high school.

### Professional Licenses/Certifications

- Name of state and type of license or certification.

### Professional or Relevant Experience

- Start with your most recent experience first (reverse chronological order).
- List start and stop month/year; use year only if you held the job for more than a year.
- Position title, name and location of employer.
- A short description/list of projects you completed or notable activities performed is a nice touch; it is probably not necessary to list your standard job duties unless they are out-of-the-ordinary.
- If you have experience teaching courses that you want to highlight, you may include "Academic/Teaching Experience" as a separate experience heading.

### Professional/Academic Honors, Awards

- For awards, list title and year granted. You may describe the award briefly if you think it will not be self-explanatory.
- For Dean's List and President's List, cite the total number of semesters rather than semester/year.
- For committee memberships (general and ad hoc), list committee name and time spent in committee.
- List any association offices held.

### Presentations

- Include the presentation title, name of group presented to and year. The location of the meeting (city and state) is optional.

# Curriculum Vitae, continued

- If you have several presentations, you can separate poster presentations, invited oral presentations, in-services, class lectures—whatever works.

## Publications/Scholarly Activities

- If you have more than four, divide publications into peer-reviewed and non-peer-reviewed.
- Include journal articles, conference proceedings, books, chapters in books, magazine articles, papers presented/workshops, work currently under submission/work in progress.
- Cite the published material using the official citation method for your field.

## Academic/Research Interests

- Describe thesis/dissertation research, research interests, applied interests, and teaching interests, if not stated earlier.

## Grants

- List grants received and include name of organization, title of project, amount funded and year. New professionals may decide to list grants they wrote that were not funded—but use this carefully as it highlights failure.

## Professional Affiliations/Memberships

- If not already included, list all professional associations of which you are currently a member. Spell out the full name of the association—do not use abbreviations.

## References

- Three to five professional references are typically included. Out of professional courtesy, ask the person before including this information on a vita.
- List complete name and title, organization name and address, phone, fax and email information.
- Candidates often include this statement as the last item in the CV when reference names are not listed: **References available on request.**

There are many other section headings available to fit every possible major and career path. Here are some additional categories:

Academic & Professional Service  
Academic Background  
Academic Interests  
Academic Preparation  
Administrative Experience  
Areas of Experience  
Areas of Expertise  
Areas of Knowledge  
Association Leadership  
Committee Leadership  
Comprehensive Areas  
Conference Leadership  
Conference Participation  
Consulting Experience  
Convention Addresses  
Course Highlights  
Departmental Leadership  
Dissertation  
Dissertation Title  
Educational Interests  
Educational Overview  
Experience Highlights  
Experience Summary  
Foreign Language Abilities/Skills  
Master's Project  
Professional Background  
Professional Competencies  
Professional Highlights  
Professional Interests  
Professional Overview  
Professional Studies  
Proficiencies  
Project Management  
Research Interests  
Special Training  
Teaching Interests  
Technical/Specialized Skills  
University Service  
Workshop Presentations

# Curriculum Vitae, continued

## Information to Omit

Include only information that is pertinent to the professional nature of the position for which you are applying. Omit these items from your CV:

- Social Security number, license numbers
- Marital status, number of children
- Description of health or disability
- Citizenship, race, ethnicity, religious affiliation
- Birth date or current age
- Irrelevant awards, publications, scholarships, associations, and memberships
- Recreational activities or hobbies
- Personal references
- Travel history
- Previous pay rates
- Salary requirements
- Reasons for leaving previous jobs

## Formatting and Layout

CVs and resumes can be presented in a variety of ways. This is an opportunity for you to be creative. However, the following standards should be followed to ensure that your CV is neat and visually appealing:

- Choose high quality paper in white or off-white.
- Have the final version professionally reproduced in a single-sided format.
- Use a laser printer—handwriting, typing and dot matrix printing look unprofessional.
- Try fonts like Garamond, Arial and Helvetica; Times New Roman is frequently recommended.
- 12 point font size will be the easiest to read; do not use smaller than 10 point font.
- Include your last name and the page number in a header or footer on every page, except the first page which already contains your name and contact information.
- Do not use more than two fonts on your CV.
- Use bullets to aid organization but be careful not to overuse them.
- Be consistent. Choose a pattern of spacing or order of information that is standard throughout the document.

## Grammar and Spelling

The standard grammar for a CV differs somewhat from everyday professional writing. Some general points of difference are listed below:

- Use past tense, even for descriptions of currently held positions, to promote consistency.
- Do not use personal pronouns.
- For the most part, use short, simple phrases that begin with action verbs.
- Misspellings, poorly constructed sentences, and inappropriate use of punctuation communicate negative impressions about a candidate.

Do not rely on the computer grammar check or spell check. Have at least two people review your CV—one for content, and one for writing mechanics and layout. You should make sure that the person reviewing each area has the appropriate skills to make an accurate determination of any problems, and is honest enough to alert you to them.

Proofread, proofread, proofread. Look for spelling errors, grammatical weaknesses, unusual punctuation marks and inconsistent capitalization. Proofread the CV numerous times, put it down for a week, then proofread it again to catch any hidden mistakes.

## Final Thoughts

Think of your CV as an advertisement for **you**. Create a good first impression by highlighting skills and abilities appropriate to the position. List your qualifications in order of relevance, from most to least.

If you have a valuable asset that doesn't seem to fit into any existing components of your CV, list it as its own segment or highlight it in the cover letter. Visit Career Services for assistance in strengthening your vita and preparing for the job market.

# Curriculum Vitae Example

## Your Name

9876 Smith Lane  
Sylvania, OH 43560  
419.555.9876  
first.lastname@utoledo.edu

### EDUCATION

The University of Toledo, Toledo, OH  
**Doctor of Pharmacy** Candidate, May 200X

The University of Toledo, Toledo, OH  
**Bachelor of Science** in Pharmaceutical Sciences, *magna cum laude*, May 200X

### PROFESSIONAL EXPERIENCE

The Pharmacy Shoppe, Sylvania, OH  
**Pharmacy Intern**, March 200X - present

- Participated in computer entry of prescriptions, filled and dispensed prescriptions, took new prescriptions by phone
- Counseled patients on prescription and OTC questions
- Consulted with insurance companies regarding patient problems, and
- Ordered supplies and medications

The University of Toledo, Toledo, OH  
**Drug Information Teaching Assistant**,  
August 200X - August 200X

- Familiarized students with various drug information references books, the Iowa Drug Information System (IDIS), and MedWatch forms
- Graded assignments, and performed other tasks relating to drug information

Bigg Pharmacy, Columbus, OH  
**Pharmacy Intern**, May 200X - January 200X

- Participated in the process of filling prescriptions, counseled patients on questions regarding new prescriptions and OTC products
- Ordered medications and supplies, took new prescription orders by phone, and participated in order entry of new prescriptions

### ADVANCED PHARMACEUTICAL PRACTICE EXPERIENCES

Air Force Base, Dayton, OH  
**Ambulatory Care** – Mike Johnson, PharmD  
April 200X

The actual CV is three pages long with additional categories for associations, licenses/certifications and references.

Last Name, page 2

Anderson Medical Center, Anderson, OH  
**Internal Medicine** – Tim Lawrence, PharmD March 200X

City Hospital, Anderson, OH  
**Infectious Disease** – Lynn Brown, PharmD February 200X

Southwest Health Center, Middleburg Heights, OH  
**Cardiology** – Chris Go, PharmD January 200X

Anderson Medical Center, Anderson, OH  
**Family Practice** – Tom Jones, PharmD November 200X

Omni-Care Pharmacy, Wadsworth, OH  
**Geriatric/LTC** – Leigh Chase, PharmD October 200X

VA Medical Center, Cleveland, OH  
**Critical Care** – Tamara Holmes, PharmD September 200X

VA Medical Center, Cleveland, OH  
**Psychiatry** – Elise Scott, PharmD August 200X

### PRESENTATIONS

**Contrast Media-Induced Nephrotoxicity (CMN): A Case Presentation**, Presented to clinical pharmacists, residents, and pharmacy students at VA Medical Center, September 200X

**Intensive versus Moderate Statin Therapy in Patients with Acute Coronary Syndromes**, Presented to clinical pharmacists and pharmacy students at VA Medical Center, September 200X

### AWARDS/SCHOLARSHIPS

Dean's List/President's List: eight semesters  
Blue and Gold Scholarship, Fall 200X to Spring 200X  
Dean Schlembach Scholarship, 200X  
Tillotson Scholarship, 200X  
Tower Prestige Scholarship, 200X