

Directions: This annotated guide is intended to help graduate students understand various CV sections. As you scroll through the document, each black bar represents some of the most common sections found on CVs across disciplines. In other words, this handout is not inclusive of all possible categories. The best method for learning about the organization of CVs is to **review CV examples within and across disciplines**. Note that senior faculty CVs may grow to more than 50 pages. Some universal guidelines:



1. Strive to organize your CV similar to those in your discipline.
2. For proper citations on papers and presentations, adhere to the stylebook recommended by your profession or mentor. Most common: APA, Turabian, and Chicago Manual of Style.
3. Normally all items are listed in reverse chronological order (i.e., most current activity first).
4. Be factual. Do not overstate your role, involvement or contributions on collaborative projects. Credit supervisors, coauthors, and collaborators appropriately.
5. Use a consistent typeface, formatting and alignment. Use 1" margins. Hint: Insert a table with rows and columns for each section to help you with formatting. Remove all or most of the borders when you have completed typing. *Judicious* use of borders may add an element of interest to your CV.

Your Name

Street Address
City, State, Zip

Phone
Email address

Comment [W1]: In most disciplines, it is no longer necessary to put the words "Curriculum Vita" on the top of the page. The review committee knows this is a CV. Begin with your name. Health and medical professionals include degrees.

Faculty members include their current job title, organizational affiliation, and contact information in the header.

If you have a *professional* Web page, and it is related to your work, include the URL. Make certain that your email address is professional-sounding. While online, make sure that you have removed inappropriate content from personal blogs, social networking sites, and video clip Web sites.

Education

Academic Preparation

Doctoral Degree	Title of degree as appears on the official transcript Minor (if applicable)	month, year
Name of Institution		City, State
	Dissertation/Thesis Title Coursework in	
Master's Degree	Title of degree as appears on the official transcript	Conferral year
Name of Institution		City, State
Bachelor's Degree	Title of degree as appears on the official transcript	Conferral year
Name of Institution		City, State

Comment [W2]: Alternatively, this section may be called Education.

Comment [W3]: Most recent degree first. If degree not yet conferred, place the words (Expected) after date in parenthesis. If less than one year old, add month of conferral.

Follow a similar format if the master's degree is the most recent degree and you have not commenced a terminal degree.

The listing of courses under the dissertation or thesis title is optional in most disciplines.

Post-Graduate Education

Name of Fellowship		Inclusive Dates
Name of Institution		City, State

Comment [W4]: In some disciplines, postdoctoral, residency, and fellowship appointments are listed separately. Be sure to review CVs in your discipline to learn the conventions.

Certification and Licensure

Comment [W5]: This section will be applicable only to certain fields (e.g., law, medicine, health professions, accountancy, vet med, etc).

Certification

Type of License	Granting Entity	Number	Date(s)
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Some faculty list this section after employment.

Employment.

Example 1.

Teaching Appointments

Academic title			Inclusive Dates
Name of Institution			City, State
Courses Taught:			
Number	Title	# credits	Semester/Quarter
Number	Title	# credits	Semester/Quarter
Academic title			Inclusive Dates
Name of Institution			City, State
Courses Taught:			
Number	Title	# credits	Semester/Quarter
Number	Title	# credits	Semester/Quarter

Comment [W6]: Normally employment is listed as one section in reverse chronological order. However, it may serve you well to consider reorganizing past experience into sections of related positions, such as teaching and research. Place the most pertinent section first. For example, if seeking a research position, place your research section before your teaching section. As your career progresses, you can revert to a chronological listing.

For **split or joint appointments** indicate what percent of the appointment was dedicated to teaching, research, Extension and/or service.

Faculty who serve as paid **consultants** list that work in a separate CV section, generally after publications and service.

Comment [W7]: Begin the list of positions held with your current position and work backwards. Example 1 shows courses taught attached to specific teaching appointments. Compare this to Example 2.

Comment [W8]: This could also be titled **University Teaching or Faculty Experience**

Example 2.

Teaching Appointments

Academic title			Inclusive Dates
Name of Institution			City, State
Academic title			Inclusive Dates
Name of Institution			City, State

Courses Taught

[Content Area] Courses:

Number	Title	# credits	Semester/Quarter
Number	Title	# credits	Semester/Quarter

[Content Area] Courses:

Number	Title	# credits	Semester/Quarter
Number	Title	# credits	Semester/Quarter

[Content Area] Courses:

Number	Title	# credits	Semester/Quarter
Number	Title	# credits	Semester/Quarter

Comment [W9]: Example 2 lists all appointments first, then lists all courses in a separate section. Be sure to review several CVs in your discipline to see what is acceptable.

Comment [W10]: Many faculty teach an introductory and advanced level course in the same content area. Others teach across disciplines. This format allows flexibility for either situation.

Note: Sometimes faculty list this "courses taught" section toward the back of the CV as a separate section.

In some disciplines, CVs also include teaching evaluation scores.

Research Appointments

Position Title	Inclusive Dates
Name of Institution	City, State
Research Emphases: [write a 2-3 line description]	

Comment [W11]: If were paid employee on a research project, you should document your experience as faculty members do.

Patents:

Number	Title	Date
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Comment [W12]: Usually patent holders are mid-career professionals. Some researchers include a separate section for patents that follows employment (but is before refereed journals.)

Honors, Awards and Recognition.

Name of Award [add a 1-2 line award description]	Organization	Date
Name of Award [add a 1-2 line award description]	Organization	Date

Comment [W13]: Some disciplines value awards and recognition more than others. Review several CVs in your field to see what is acceptable. You will find that some faculty members place this section later in the CV. Others place teaching awards in proximity to the teaching appointments section.

As you progress in your career you may consider subsections for national honors and awards, awards from professional organizations, institutional awards, and community or other awards.

Professional Societies

Name of Organization	Inclusive dates
Name of Organization	Inclusive dates

Comment [W14]: Or professional organizations. Defined here as discipline-specific organizations. List current memberships. As you advance in your career and serve as an officer or chair of a committee, you will want to add a column for leadership roles.

In some disciplines this section appears later in the CV. This placement is typical for physicians and scientists.

Publications.

Refereed Journal Articles

Author(s) last name, initials	Publication year
Title of Article	
Journal Name, Volume number	City, State

Non-Refereed Journal Articles

Author(s) last name, initials	Publication year
Title of Article	
Journal Name, Volume number	City, State

Comment [W15]: The order of your publication sections will vary by discipline. Generally, books and monographs are listed before journal articles and conference proceedings. As you progress in your career, you will need to add sections for these other types of publications.

To document this and subsequent sections correctly, you must use a **stylebook**. Ask a faculty member which stylebook to use as disciplines vary. Most common: APA, Turabian and Chicago Manual of Style. Heed the rules for capitalization, abbreviations, italics and punctuation.

Generally, works in progress and those under review may be included.

Comment [W16]: Generally, **refereed** works are highly valued and appear first. In this case, refereed journal articles are listed before non-refereed journal articles.

Other Publications.

Technical Reports and White Papers

Author(s) last name, initials	Year, Month
Title of Report	
Name of Entity that Commissioned the Report	City, State

Comment [W17]: In some disciplines it is acceptable to place your name in **boldface** to set it apart from coauthors. On joint articles, you may wish to add your % effort or contribution. Review the CVs of several faculty members to gain a sense of what is accepted in your discipline.

Newspaper Editorials

Author(s) last name, initials	Year, Month, Date
Title of Article	
Newspaper Name	City, State

Comment [W18]: Placement of other publications comes after journal articles because some consider these "less scholarly." Regardless, they help to demonstrate productivity, breadth of work and public outreach efforts. A range of professional publications should be included.

Curricula and Instructional Materials

Author(s) last name, initials	Year, Month, Date
Title of Materials	
Name of Entity that Contracted the Material	City, State

Conference Proceedings.

Papers in Refereed Conference Proceedings.

[Author(s) last name, initials] [Publication Year, Month]
[Title of Article]
[Name of Conference] [City, State]

Papers in Non-Refereed Conference Proceedings

[Author(s) last name, initials] [Publication Year, Month]
[Title of Article]
[Name of Conference] [City, State]

Comment [W19]: Start a new section for papers published in the conference proceedings of a professional organization. Note if your paper was selected for inclusion through a refereed process.

This section may also follow refereed journal articles, as conference proceedings are highly valued by most disciplines.

Other Presentations

International Meetings

[Author(s) last name, initials] Year, Month]
[Presentation title]
[Name of Conference] [City, State] (xxx)

Comment [W20]: This section may be used for other presentations that do not result in published conference proceedings. It could be titled "Other Conference Presentations."

This section helps to demonstrate productivity, contributions to the profession, and public outreach.

National Meetings

[Author(s) last name, initials] Year, Month]
[Presentation title]
[Name of Conference] [City, State]

Comment [W21]: As applicable, note if the paper was invited or selected through a refereed process.

Regional Meetings

[Author(s) last name, initials] Year, Month]
[Presentation title]
[Name of Conference] [City, State]

Comment [W22]: Use this section if you helped to write a successful proposal AND are listed on the official grant award. The section could also be titled "Research Grants." Some faculty place their funded grants right after the employment section. This is especially true if the grant they received funded a portion of their salary. Another common placement is after the "Professional Societies" section.

Statewide Meetings

[Author(s) last name, initials] Year, Month]
[Presentation title]
[Name of Conference] [City, State]

Recent graduates may consider a similar section entitled "Student Grant Proposals." As appropriate, indicate if the grant was submitted to a funder or if the proposal was part of a degree completion requirement and not submitted.

Funded Grant Proposals.

Proposal Title: Amount:
Funding Agency: Award Number: Dates:
Principal Investigator: [Institution]
Role: FTE:
Contributions:

Two notes: Refer to other CVs in your discipline to see if you include unfunded proposals. You may also create subsections entitled "Internal" and "External" grant awards.

Comment [W23]: If you were not the principal investigator, list your official title under role (e.g., co-investigator, senior personnel). Document the percent of your work effort or how much of the award is dedicated to your salary. In a short phrase, explain what you contributed to the project success or outcomes.

Service

University

Role	Committee name	Inclusive dates
Role	Committee name	Inclusive dates

Professional Organizations

Role	Committee, Organization Name	Inclusive dates
Role	Committee, Organization Name	Inclusive dates

Community and Other

Role	Committee, Organization Name	Inclusive dates
Role	Committee, Organization Name	Inclusive dates

Comment [W24]: Service typically includes committee and gratis work. As you progress in your career, you may add subsections for campuswide, school or college, and department-level committees.

Note role as either a member or chair, co-chair, etc.

Note: Faculty who serve on an **Editorial Board** of a scholarly journal will create a separate section for that type of service. Often the **Editorial Board** section appears earlier in CV, after the “Professional Societies” section.

Advisees

Doctoral

Student name	[graduation year, month]
Title of Dissertation or Thesis Title	
Institution Name	

Student name	[graduation year, month]
Title of Dissertation or Thesis Title	
Institution Name	

Master's

Student name	[graduation year, month]
Title of Dissertation or Thesis Title	
Institution Name	

Student name	[graduation year, month]
Title of Dissertation or Thesis Title	
Institution Name	

Comment [W25]: Add this section later in your career. Faculty who have served on thesis and dissertation committees include a section similar to this one.

For more information on CVs:



Current MU students may use our Blackboard™ site to find [resume and CV](#) examples across disciplines, links to job search engines, worksheets and tutorials. Login at <https://blackboard.missouri.edu>. Click on the My Mizzou tab. Under the Organization Catalog, select the Student folder. Scroll to grad_careers and click enroll. The next time you log into Blackboard, the site will be under My Organizations.