

# PREPARING AN ACADEMIC CV

## What is the difference between a CV and Resume?

Resumes are brief summaries of an applicant's experiences. They highlight the most relevant positions and skills for a particular industry. The Curriculum Vitae, or CV, is a more comprehensive listing of a scholar's experiences and achievements. Typically, CVs are used in academic fields that require graduate degrees and are research-intensive.

### Format:

- Can be more than 1 page in length; undergraduate CVs will likely be 1-2 pages; include page numbers
- Use easy to read font; font size should be 12 point; 14 or 16 point font should only be used for your name
- Use 1" margins all around
- Use bolding, all caps, and underlining to clearly label headings; Italics should be reserved for publication titles
- Use a hanging indent for entries that are more than one line
- As a general rule, do not use bullet points, descriptions, or narrative statements
- Within each section, information is listed in reverse chronological order (most recent experience first)
- Always save as a .pdf file to avoid formatting changes; include your name in the title of the document

### Information to Include:

- Education: degrees, certificates, honors projects, faculty advisor for theses
- Professional experience: teaching, research projects, jobs, volunteering, community engagement
- Other: Publications, presentations, awards, grants, technical skills, languages, professional affiliations

## Translating a Resume Entry into CV Format

*Sample Experience on a Resume:*

### PROFESSIONAL EXPERIENCE

Research Assistant, Quantum Optics Lab, College of William & Mary, January 2014 - Present

- Senior Thesis under Dr. Irina Novikova - micro-resonator fabrication and prism coupling
- Fabricate 1.5mm radius solid-stage optical micro-resonator in LiNbO3 by hand
- Optimize evanescent wave coupling to the micro-resonator via prism coupler, reaching a Q-factor  $> 2 \times 10^7$
- Funded by \$3000 James Monroe Scholar grant during Summer of 2014

*On a CV, this experience would be separated under different headings, for example:*

### EDUCATION

College of William & Mary, Williamsburg, VA

B.S., Physics, May 2017

Senior Thesis: "Title [micro-resonator fabrication and prism coupling]"

Advisor: Dr. Irina Novikova, Professor of Physics

### PROFESSIONAL EXPERIENCE

Research Assistant, Quantum Optics Lab, College of William & Mary, January 2014-present

### GRANTS & AWARDS

James Monroe Scholar Grant, College of William & Mary, 2014



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Graduate students should include their institutional mailing address.

## RITA GREENGOLD

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Williamsburg, Virginia 23185

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### EDUCATION

College of William & Mary, Williamsburg, VA  
B.A., History, May 2017

Certificate in Early American History, Material Culture, and Museum Studies, The National Institute of American History and Democracy

Study Abroad, University of St. Andrews, Scotland, May-June 2014

Honor's Thesis: "The American Revolution in Virginia"  
Advisor: Jim Whittenburg, Professor of History

GPA unnecessary on CVs.

Many scholars post their CVs online. Look for some in your discipline to get an idea of formatting options and types of experiences you should include.

### PUBLICATIONS

"The American Revolution," *James Blair Historical Review*, forthcoming issue, Spring 2017

### HONORS & AWARDS

Dean's List, 2014, 2015, 2016

Summer Research Grant, Office of Student Leadership Development, 2016

Study Abroad Scholarship, Reves Center for International Studies, 2014

Generally, you should not use descriptive bullet points.

### PROFESSIONAL EXPERIENCE

Proctor, Historic Campus, College of William & Mary, Williamsburg, VA, August 2014-present  
Resident Program Assistant, Pre-Collegiate Summer Program in Early American History, College of William & Mary, Williamsburg, VA, Summer 2015 and 2016

Intern, Colonial Williamsburg Foundation, Williamsburg, VA, August-December 2015

### PRESENTATIONS

"The American Revolution," Summer Research Showcase, College of William & Mary, October 5, 2016

"The Renaissance," Medieval & Renaissance Studies Undergraduate Research Symposium, College of William & Mary, March 28, 2015

### SERVICE

Student Athlete Advisory Committee, August 2015-present  
Spotswood Society, August 2014-present

Presentations should not include in-class presentations; only include symposia, conferences, and other special events.

### LANGUAGE

Spanish (reading proficient)

Other Potential Categories to Include: Research Interests, Activities, Computer Skills or Certifications (if relevant to discipline), Exhibitions (for artists), Professional Affiliations, etc. If you have a lot of varied professional experience, you can divide them into Editorial Experience, Lab Experience, Public History Experience, Teaching Experience, etc., and highlight certain types of experience by placing it first. However, you should try to avoid 1 entry per work experience heading.