
Curriculum Vitae (C.V.) Writing Guide:

Developing a Professional Summary

Prepared by:

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Student Life

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VITAE vs. RESUME

WHAT IS THE DIFFERENCE?

A Curriculum Vitae (CV) presents a complete picture of the breadth and depth of academic experiences you have accumulated. Your CV is a comprehensive biographical statement emphasizing professional qualifications, accomplishments and activities. Graduate students wanting to work as academics, physicians or professionals can have CV's that are three to ten pages long. It is used for academic job search or continued research, schooling or experience in the academic field. CV's may include lists of your publications, presentations, teaching experiences, honors, grants, and dissertation abstracts.

Graduate students should compile what is termed a Professional Summary. This consists of both the CV and résumé. It is very important to know the difference between these two documents and when it is appropriate to use each. A goal of résumé writing is to be brief and concise since, at best, the résumé reader will spend a minute or so reviewing your qualifications. A CV is intended for thorough review and to convey a fuller picture of a potential candidate, typically for high ranking positions or opportunities.

THE VITAE

- Comprehensive, 3-5 pages, but can be much longer
- Emphasizes professional qualifications for application to high-ranking positions

A CV is best suited for someone with significant professional experience. This may include work experience, research, publications, presentations etc. Many employers request a CV when they are really expecting a résumé.

THE RESUME

- Brief, 1-2 pages
- Summary of skills, qualifications and experience directly relevant to the position you are applying for

Résumés are widely accepted, particularly for entry-level positions and non-academic fields. They must be scannable, as employers generally read them for less than 15 seconds. While a CV should be concise, it is much more involved and requires a more thorough review.

*Note: For more information see our Resume and Cover Letter Guide: http://www.mun.ca/student/student-success/career/career-resources/Resume_and_Cover_Letter_Guide_2017.pdf

THE **CONTENT**

WHAT SHOULD I SAY?

The following is a list of possible sections that may be included in your C.V. It is not necessary to use all of these headings; you must always tailor your C.V. to both your own experience and to the specific position you are applying for. For example, if you are moving from a research-based job into a management role, reconsider highlighting “Future Research Interests”. This may give the impression that you do not want to leave your current placement.

Keep in mind that a C.V. is intended to convey a broad view of the potential candidate. It should describe your accomplishments in detail, in a way that highlights your transferable skills (experience that is relevant to different positions). For more information see “Value-Added Statements” on page 8.

PERSONAL INFORMATION

- Use your full name and degree initials, e.g. B.Sc, M.Sc.
- Name should be bolded, centred or to the right or left at the top of the page.
- Include: current mailing address-home and business (if applicable), contact number(s), email-address if you check it **regularly**.

Example:

JANE SMITH, B.Ed., M.B.A.

Office: Career Development, UC4002
Memorial University,
St. John’s, NL
Canada, A1C 5S7
Phone: 555-4567
Email: jane.smith@mun.ca

Home: 123 Drive Street
St. John’s, NL
Canada, CBA 321
Phone: 555-1234

EDUCATIONAL INFORMATION

- State education in reverse chronological order.
- All education and training is important and should be included either here or in another section, such as “Additional Education and Training”.
- May include details on thesis titles/topics and supervisor (only if directly relevant).

Example:

Master of Business Administration

Memorial University

2014– 2016
St. John's, NL

- Thesis Topic:
- Major:
- Minor:
- Concentration:
- Any other pertinent information about your education.

PROFESSIONAL EXPERIENCE

- List in reverse chronological order stating: job title, employers' name, start and end dates, city, province, country.
- Focus on skills, leadership roles and, areas of particular success or achievement.
- Start each phrase with an action word, e.g. Conducted presentations...
(See “Creating Value-Oriented Statements” on page 8 for more information).
- Pay special attention to part-time employment that relates to work goals such as graduate research, teaching, assistantships, etc.
- When appropriate, create separate categories for part time & full time work.

Example:

Research Assistant

Department of Business Administration

2015– 2016
St. John's, NL

- Developed...
- Analyzed...
- Prepared...
- Maintained...

PUBLICATIONS & OTHER CREATIVE WORKS

- When appropriate, categorize publications that appeared in refereed or non- refereed journals.
- Include in this section: publications, presentations, media presentation, inventions (you may create sub-headings for each).
- For “Publications” show full bibliographic information.
- If including a partial listing indicate that a full listing is available and state the cut off date for inclusion.

ADDITIONAL HEADINGS

Any of the following headings may be included if they are applicable. Always follow a cohesive format throughout your C.V. and place sections in descending order of importance (e.g. Education before Affiliations).

Competencies

Assistantships
Areas of Experience
Areas of Expertise
Areas of Knowledge
Certifications
Fieldwork/Practica

Language Competency
Licensure
Proficiencies
Specialized Training
Teaching/Research

Distinctions

Academic Awards
Fellowships
Funded Projects
Grants
Honors and Awards
Literary Prizes

Patents
Research Awards
Research Grants
Scholarly Societies
Scholarships

Foreign Study

International Projects
Language
Competencies

Study Abroad
Travel Abroad

Education/Academic Accomplishments

Academic Background
Academic Service
Academic Training
Activities and Distinctions
Administrative
Experience
Advising

Educational Highlights
Educational Overview
Faculty Leadership
Invited Lectures
Lectures and Colloquia
Master's Project

| | | |
|---|---|---|
| | Advisory Boards Advisory Committees Chairmanships | Outreach Professional Studies Programs and Workshops Research Appointments |
| Education/Academic Accomplishments (continued) | Committee Leadership Committees Comprehensive Areas Conference Leadership Conference Participation Conference Presentation Continuing Education Dissertation | Research Experience Research Overview Scholarly Presentations Thesis University Assignments University Involvement |
| Professional Organizations | Affiliations Associations Endorsements Honorary Societies | Memberships National Boards Professional Societies |
| Presentations & Publications | Abstracts Arrangements/Scores Articles/Monographs Bibliography Book Reviews Books Conference Papers Editorial Appointments Editorial Boards Exhibits/Exhibitions | Multimedia Projects Performances Professional Papers Publications Recitals Refereed Journal Articles Reviews Scholarly Publications Technical Papers |
| Professional Summary | Career Achievements Career Highlights Consulting Experience Experience Highlights Experience Summary Professional Achievements | Professional Activities Professional Background Professional Experience Professional Development Professional Recognition Professional Service |
| Teaching | Academic Interests Appointments Concentrations | Postdoctoral Experience Professional Overview Research Interests |

| | |
|------------------------|---------------------|
| Course Highlights | Teaching Experience |
| Current Appointments | Teaching Overview |
| Curriculum Development | Tutorials |
| Internships | |

Retrieved August, 2008, from Sarah Lawrence College, "Sample Headings CV",
http://www.sl.c.edu/occ/Sample_Headings_CV.php

REFERENCES

- References are not required, but if not included indicate "References Available on Request".
- If included, list on a separate page attached to the end of your C.V.
- State references full name, job title, place of employment and contact information.
- Always seek reference's approval beforehand
- Give references a copy of your C.V. and the job description of the desired position

Example:

JANE SMITH, B. Ed., M.B.A.

Career Development, UC4002
Student Life
Memorial University,
St. John's, NL, A1C 5S7
Home: 555-1234
Office: 555-4567
Email: jane.smith@mun.ca

References:

John Doe
Director of Business Administration
Memorial University
Home: 555-7891
Office: 555-6543
Email: j.doe@mun.ca

CREATING **VALUE-ORIENTED STATEMENTS**

HOW SHOULD I SAY IT?

When describing your experience, avoid listing the generic duties that are typical to that line of work. If all research assistants have collected data and written reports, then these responsibilities will not distinguish them from the competition. Focus on aspects of the job where you excelled and reflect on how those experiences can benefit an employer – will make you valuable to them – in terms of efficiency, innovation or morale. For example:

- Redesigned cataloguing system to maximize efficiency.
- Presented results to the Board of Directors to secure continued funding.

Both of these examples include an action verb (verb that implies a skill), an event and an outcome. These are the three main elements of a *value-oriented statement*. See appendix A for a list of possible action verbs to get you started.

| CREATING VALUE-ORIENTED STATEMENTS | | |
|--|---|--|
| <ul style="list-style-type: none">• gives an employer a chance to see what you can do.• indicates that “I am proud of what I can do.” | | |
| CHOOSE A KEY ACTION WORD | DESCRIBE WHAT YOU DID | WHAT VALUE WAS CREATED BECAUSE OF WHAT YOU DID? |
| Developed | a policy manual | which reduced training time and ensured consistency in customer relations. |
| Operated | equipment including fork lift, bobcat, and chainsaw | adhering to all safety procedures and maintaining an accident-free record. |
| Monitored | 14 weaving looms | and reduced machine downtime by 14%. |
| Created | new forms to match receipts with purchase orders | which significantly improved efficiency in the warehouse. |

Retrieved August, 2008, from the Government of Canada, “Focus on Resumés”,
www.jobsetc.ca

STYLE & PRESENTATION

HOW SHOULD IT LOOK?

- Include your name and the page number on each page in the footer using small type (e.g. 10 pt.)
- Try not to exceed ten pages (excluding references)
- Use bullet statements whenever possible, to guide the reader's eye
- Use bolded headings and consistent spacing
- Leave some white space
- Avoid redundancy
- Adjust the content to fit the purpose and/or the position
- Ensure that information is well organized and easily understood

Always have someone proof read your C.V. for content, grammar and style.

Contact Career Development to make an appointment to have your CV reviewed.

– UC4002, 709-864-2033, careerdevelopment@mun.ca

The Writing Centre can check grammar and spelling of your CV.
Science Building, room 2053
709-864-3148

JANE SMITH, B. Ed., M.B.A.

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St. John's, NL
Canada, A1C 5S7
Phone: 864-2033
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Home: 123 Drive Street
St. John's, NL
Canada, CBA 321
Phone: 555-1234

ACADEMIC BACKGROUND

Master of Business Administration 2010 – 2012
Memorial University St.
John's, NL

- Thesis Topic: The decreased effectiveness of television marketing for sporting events in the 21st century.

Bachelor of Education 2000 – 2004
Memorial University St. John's, NL

- Concentrations: French, English

RESEARCH SKILLS

Utilized SPSS, Minitab and SAS statistical programs extensively
Survey and evaluation research techniques

LANGUAGES

Fluent in English and French
Can read some Italian and Spanish

PROFESSIONAL EXPERIENCE

Educational Supervisor 2014-
present
Faculty of Education, Memorial University
Organizing and supervising primary/elementary student field
internships and observation days

| | |
|--|-------------|
| Instructor | 2012-2014 |
| Faculty of Education, Memorial University | |
| Course: Career and Education | |
| Teaching Assistant | Winter 2012 |
| Faculty of Education, Memorial University | |
| Courses: Career and Education | |
| Research Assistant | Fall 2011 |
| Faculty of Education, Memorial University | |
| Assisted Dr, Jonathan Kele on the Rural Special Education Project. | |
| Conducted, collected and analyzed survey data using Minitab | |
| Public School Teacher | 2000-2010 |
| Eastern School District, Mount Pearl, NL | |
| Grades 5 and 6 | |
| Peer Counselor | 1998-1999 |
| Linkages Program | |
| Mount Pearl, NL | |

PUBLICATIONS

Smith, J. and Fitzgerald, T (2003), Career Education. 23(4), 37-41.

Smith, J. (2000), Rural Education. Pulich House, 20(3), 746-749.

Smith, J. (2000), Book review of Rural Education in a Rural Land (Harry Jones, Ed., New York, New York: Albaster Company, 1993) in Education, 35(3), 33.

PAPERS PRESENTED IN CONFERENCES:

Benefits and Challenges of Rural Education. Presented at CANNEXUS, Ottawa, ON, 2002

CURRENT RESEARCH INTERESTS

Assessment of Career Development high school programming in rural schools (student population under 200)

GRANTS RECEIVED

Newfoundland and Labrador Teachers Association (NLTA) Grant for Student Field Trip to study Tectonic Plate movement. Awarded October, 2003.

PROFESSIONAL MEMBERSHIPS

American Educational Research Association

HONORS AND AWARDS

Dean's List, Faculty of Education, Memorial University, 2000-2004

NLTA New Teacher of the Year, Eastern School District, 2001

REFERENCES

The following persons have written letters of recommendation on my behalf:

Dr. Shelia Hugth, Professor
Faculty of Education
Memorial University, St. John's, NL
(709) 555-5228

Thomas Fitzgerald, Research Chair
Department of Continuing Education
University of British Columbia, Vancouver, BC
(604) 555-4545

Carla Morrison, Past President
Newfoundland and Labrador Teachers Association (NLTA)
St. John's
(709) 555-9999

APPENDIX A

Skill Related Action Verbs

Personal Traits/Characteristics:

- Able
- Achiever
- Active
- Adaptable
- Alert
- Ambitious
- Analytical
- Assertive
- Attentive
- Broad-minded
- Capable
- Challenge-oriented
- Client-focused
- Competent
- Conscientious
- Constructive
- Cooperative
- Courageous
- Curious
- Dedicated
- Dependable
- Determined
- Diplomatic
- Disciplined
- Dynamic
- Economical
- Effective
- Efficient
- Energetic
- Endurance
- Enterprising
- Enthusiastic
- Far-sighted
- Fast learner
- Imaginative
- Independent
- Innovative
- Logical
- Motivated
- Multi-skilled
- Optimistic
- Organized
- Original
- Perceptive
- Personable
- Pleasant
- Poised
- Positive
- Practical
- Problem-solver
- Proficient
- Productive
- Progressive
- Punctual
- Reactive
- Realistic
- Reliable
- Relationship-builder
- Resourceful
- Risk taker
- Self-starter
- Self-reliant
- Sincere
- Skilled
- Sophisticated
- Successful
- Systematic
- Tactful
- Talented
- Team member
- Trustworthy
- Willing
- Work well under pressure
- Work well with others

Communication/People Skills:

- Addressed
- Advertised
- Arbitrated
- Arranged
- Articulated
- Authored
- Clarified
- Collaborated
- Communicated
- Composed
- Condensed
- Conferred
- Consulted
- Contacted
- Conveyed
- Convinced
- Corresponded
- Debated
- Defined
- Developed
- Directed
- Discussed
- Drafted
- Edited
- Elicited
- Enlisted
- Explained
- Expressed
- Formulated
- Furnished
- Incorporated
- Influenced
- Interacted
- Interpreted
- Interviewed
- Involved
- Joined
- Judged
- Lectured
- Listened
- Marketed
- Mediated
- Moderated
- Negotiated
- Observed
- Outlined
- Participated
- Persuaded
- Presented
- Promoted
- Proposed
- Publicized
- Reconciled
- Recruited
- Referred
- Reinforced
- Reported
- Resolved
- Responded
- Solicited
- Specified
- Spoke
- Suggested
- Summarized
- Synthesized
- Translated
- Wrote

Data/Financial Skills:

- Administered
- Adjusted
- Allocated
- Analyzed
- Appraised
- Assessed
- Audited
- Balanced

- Estimated
- Budgeted
- Calculated
- Computed
- Conserved
- Corrected
- Determined
- Developed

- Forecasted
- Managed
- Marketed
- Measured
- Netted
- Planned
- Prepared
- Programmed

- Projected
- Qualified
- Reconciled
- Reduced
- Researched
- Retrieved

Helping Skills:

- Adapted
- Advocated
- Aided
- Answered
- Arranged
- Assessed
- Assisted
- Clarified
- Coached
- Collaborated

- Contributed
- Cooperated
- Counseled
- Demonstrated
- Diagnosed
- Educated
- Encouraged
- Ensured
- Expedited
- Facilitated

- Familiarized
- Furthered
- Guided
- Helped
- Insured
- Intervened
- Motivated
- Prevented
- Provided
- Referred

- Rehabilitated
- Represented
- Resolved
- Simplified
- Supplied
- Supported
- Volunteered

Teaching/Training Skills:

- Adapted
- Advised
- Clarified
- Coached
- Communicated
- Conducted
- Coordinated
- Critiqued

- Developed
- Enabled
- Encouraged
- Evaluated
- Explained
- Facilitated
- Focused
- Guided

- Individualized
- Informed
- Instilled
- Instructed
- Motivated
- Persuaded
- Simulated
- Stimulated

- Taught
- Tested
- Trained
- Transmitted
- Tutored

Organizational Skills:

- Approved
- Arranged
- Catalogued
- Categorized
- Charted
- Classified
- Coded
- Collected
- Compiled
- Corrected
- Corresponded

- Distributed
- Executed
- Filed
- Generated
- Incorporated
- Inspected
- Logged
- Maintained
- Monitored
- Obtained
- Operated

- Ordered
- Organized
- Prepared
- Processed
- Provided
- Purchased
- Recorded
- Registered
- Reserved
- Responded
- Reviewed

- Routed
- Scheduled
- Screened
- Submitted
- Supplied
- Standardized
- Systematized
- Updated
- Validated
- Verified

Creative Skills:

- Acted
- Adapted
- Began

- Combined
- Composed
- Conceptualized

- Condensed
- Created
- Customized

- Designed
- Developed
- Directed

-
- Displayed
 - Drew
 - Entertained
 - Established
 - Fashioned
 - Formulated

- Founded
- Illustrated
- Initiated
- Instituted
- Integrated
- Introduced

- Invented
- Modeled
- Modified
- Originated
- Performed
- Photographed

- Planned
- Revised
- Revitalized
- Shaped
- Solved

Management/Leadership Skills:

- Administered
- Analyzed
- Appointed
- Approved
- Assigned
- Attained
- Authorized
- Chaired
- Considered
- Consolidated
- Contracted
- Controlled
- Converted
- Coordinated
- Decided

- Delegated
- Developed
- Directed
- Eliminated
- Emphasized
- Enforced
- Enhanced
- Established
- Executed
- Generated
- Handled
- Headed
- Hired
- Hosted
- Improved

- Incorporated
- Increased
- Initiated
- Inspected
- Instituted
- Led
- Managed
- Merged
- Motivated
- Navigated
- Organized
- Originated
- Overhauled
- Oversaw
- Planned

- Presided
- Prioritized
- Produced
- Recommended
- Reorganized
- Replaced
- Restored
- Reviewed
- Scheduled
- Secured
- Selected
- Streamlined
- Strengthened
- Supervised
- Terminated

Research Skills:

- Analyzed
- Clarified
- Collected
- Compared
- Conducted
- Critiqued
- Detected
- Determined

- Diagnosed
- Evaluated
- Examined
- Experimented
- Explored
- Extracted
- Formulated
- Gathered

- Inspected
- Interviewed
- Invented
- Investigated
- Located
- Measured
- Organized
- Researched

- Reviewed
- Searched
- Solved
- Summarized
- Surveyed
- Systematized
- Tested

Technical Skills:

- Adapted
- Applied
- Assembled
- Built
- Calculated
- Computed
- Conserved
- Constructed
- Converted

- Debugged
- Designed
- Determined
- Developed
- Engineered
- Fabricated
- Fortified
- Installed
- Maintained

- Operated
- Overhauled
- Printed
- Programmed
- Rectified
- Regulated
- Remodelled
- Repaired
- Replaced

- Restored
- Solved
- Specialized
- Standardized
- Studied
- Upgraded
- Utilize