

Curriculum Vitae

Instructions

The Curriculum Vitae, or CV, is the academic form of a resume. Although it lists similar types of information contained on the business resume, it provides detail about your professional life. It covers your contact information, education, career positions, academic appointments, teaching responsibilities, research, honors and awards, licensure/certifications, and other details. As such, it overlooks training, jobs, and other events that are irrelevant to the academic world. While you may identify one of your greatest life experiences as building the perfect hamburger during the year you worked at Bob's Big Boy, it is not relevant to the CV.

And yes, for those of you who have some experience with Latin, it actually is a Vitae and not a Vita. If you are interested in a technical explanation, a gentleman by the name of Eric Daniels provided the following information at <http://www.cvtips.com/>:

"It is vitae because "life" in the phrase "course of life" (or "a life's course") is in the genitive singular. If you consult your handy declension tables, you will note that a genitive singular feminine noun from the first declension ends in "ae" not "a."

Specific Instructions for the VCOM CV

DO:

- Use 1" margins all around; 10 pt Arial font
- Include a footer that contains the revision date and page numbers. Use the date function in Word's footer and it will update this information anytime you resave the file.
- List all events in a category in chronological order – oldest at the top, newest at the end
- License numbers
- Use the citation format of the *Uniform Requirements for Manuscripts Submitted to Biomedical Journals: Writing and Editing for Biomedical Publication.* This document can be found at <http://www.icmje.org>.

DO NOT:

- Include a cover page
- Include personal information other than fields included in the template
- List CME or other workshops attended as a participant
- Include Who's Who listings under Honors and Awards, or anywhere else for that matter

- Include legal or other issues that you are part of
- Include References

Useful Tips:

- Save everything as you start putting your CV together. You'll need it when the time comes to apply for promotion.
- Review your CV quarterly to assure that it is up to date. Faculty with active research and teaching careers may want to do this on a more regular basis. Forward updated versions of your CV to VCOM.
- Use Google (www.google.com) to check up on yourself from time to time. You may be surprised about what is out there on you and how it may be relevant to your CV.
- If you have ever written manuscripts for publication, complete an author search at PubMed and make sure everything is included and correct on your CV. (<http://www.ncbi.nlm.nih.gov/entrez/query.fcgi>). If you need help with this, please contact Al Pheley or Elaine Powers, VCOM librarian.

Finally, grant funders typically request a CV, and not a resume, when submitting applications. Many funders also require a "biosketch," which is a shortened form of the CV. We will deal with that one at a later date – but if you use the VCOM format, the biosketch becomes a simple process.

Documents

As with many academic institutions, VCOM has developed a standardized CV format. This facilitates the development of reports for accreditation, program development, and research activities. Three documents are provided for on the VCOM website for your use:

CVtemplate.doc – This file is the template contains the headings for the development of your CV. It is in Microsoft Word format – if you use a word processor other than Word, please contact Tracy Diaz, IT support, or Al Pheley (contact information at the end of this document). When saving the file, please rename the file so that it contains your last name, first initial, month and date saved. For example, if I were working on my CV today, I would save the most recent version as pheleya0104.doc. This will help us to recognize the contents without having to open it up. It will also allow you and VCOM staff to recognize the most recent version at a glance.

annotatedCV.pdf – This file contains an example CV with instructional annotations. Please refer to it for formatting and order issues. You will need

Adobe's Reader to access this file. If you do not have Reader it is available for free at: <http://www.adobe.com/products/acrobat/readstep2.html>.

CVinstructions.pdf – This file contains the instructions that you are reading now. It is also in Reader format.