

# CURRICULUM VITAE

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A curriculum vitae is a written summary of educational and professional experience. Additionally, it serves as an ongoing record of professional accomplishments. A curriculum vitae is most commonly used in educational or research settings and sometimes is required for graduate school applications.

What are the differences between resumes and curriculum vitae?

- Resumes are used when seeking employment in the private sector; vitae are used in educational and research settings. Vitae are also common for international positions.
- Resumes are brief in design and are usually only one page; vitae are more detailed and are usually several pages in length.
- Resumes are targeted and only relevant information is listed; vitae are intended to be complete records of professional work.
- Resumes have a traditional format; vitae do not necessarily have formatting restrictions.
- Resumes use bullets to list job descriptions; vitae can use bullets or paragraph style.

## WHAT TO INCLUDE

- Contact Information
- Education
  - Degrees
  - Institutions
  - Dates
  - Theses
  - Dissertations/Dissertation Chairperson
- Honors/Awards
  - Scholarships, Academic Awards
  - Special Honors or distinctions
- Extracurricular Activities
  - Clubs/Organizations
  - Leadership
  - Volunteer experience
- Professional Memberships
- Study Abroad
- Language Competencies
- Computer Skills
  - General software
  - Industry software
  - Statistical packages
  - Programming languages
- Professional Experience
  - Internships
  - Employment
  - Consulting
- Clinical Interests
- Clinical Experience
  - Practica/Internships
- Research Interests
- Research Experience
  - Independent study
  - Research assistantships
  - Projects underway
  - Other research experience
- Teaching Experience
  - Teaching Assistantships
- Publications
  - Published papers
  - Articles
  - Manuscripts in progress or under review
- Presentations
- Professional Activities
  - Conferences attended
  - Conference presentations/participation
  - Workshops and conventions
  - Workshop presentations