

CONSTRUCTING YOUR CURRICULUM VITAE

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1. **Your C.V. is an introduction to you. It should deliver a professional profile of you, addressing the questions: where have you been? What do you know? What can you do?**

There can be some variance in the order of entries, but broadly the C.V. should operate as an implicit history, including:

- your name and contact information
 - What are your degrees, from where? when?
 - Include the title of your dissertation. List your advisor.
 - What are your professional achievements in research? List articles, conference presentations, other research contributions in their appropriate categories.
 - What can you teach? What have you taught? Be specific.
 - Professional service, as part of showing your experience and training.
2. This is the most important single document you will use in applications -- and thereafter. It must be able to be read swiftly.
Spacing and organization are crucial. Format the C.V. so that readers can pick out relevant information easily.
 3. Consult multiple examples of C.V.s as you construct yours. There is no one single way to list and format items and information; there are some typical ways.
 4. Check for accuracy; this is vital. **Do not pad. Do not lump disparate items together**, especially: do not lump published with unpublished work; do not combine works in progress with works under review.
 5. Put the date of your C.V. on your front page; you will be revising this document for the rest of your career, and it will be helpful to note when you made your last update. Also, put your name and page number on each page of the document.
 6. You may also include items such as:
 - qualifying examination areas and dates.
 - other relevant professional training and experience
 - languages
 - committee members
 - reference names with their titles and contact information (usually at the end of the document)
 - Consider listing the graduate seminars you have taken, as transcripts are very hard to interpret.

7. You may include a summary paragraph about your dissertation project (when you are at that stage). List your advisors and committee members and his/ her departments.
8. Consider summary listings of areas of research specialty and teaching competence. Both questions will be of great interest to potential employers.
9. Academic culture is distinct from business culture. Avoid business style rhetoric in the C.V.
10. *ALWAYS* show your C.V. to your advisor before sending it out. There are differences of disciplinary culture which he or she will be able to address by their advice.