

The following advice comes from a resume book by **Donald Asher** entitled *From College to Career, Chapter 14*. It is one of the better resume books for graduate students, containing many sample resumes.

How to Write a Curriculum Vitae

Curricula Vitae are Still Resumes

Despite their venerable name, curricula vitae are simply a specific sort of resume, the style preferred by candidates for medical, academic, teaching, and research positions. Most of these candidates have an educational background directly related to the positions they seek, so education is always featured first. Even after 20 years of research, your degrees and the schools where you earned them will overshadow your experience.

The main differences between general resumes and c.v.'s are:

C.v.'s almost never list an objective, and seldom have a long narrative profile. They are sometimes diagrammatic, giving exceptionally brief listings for each experience. Your credentials and preparation will have to speak for themselves. If you want to make a more elaborate argument for your candidacy, you must do it in your cover letter.

C.v.'s are properly more understated than business resumes, and any hint of braggadocio or other self-congratulation is likely to backfire on the author. Similarly, c.v.'s should look rather plain. Even if your computer is full of little pointing hands, fancy page borders, bullets, bells, and whistles, save them for another time. When they are nondiagrammatic, c.v.'s can contain blocky job descriptions of some great length—but the emphasis is always on content, not form. (Of course, if you follow the guidelines in this book, you should be able to construct a c.v. that is beautiful in both form and content.)

Name dropping is more common in c.v.'s than in resumes. Let's say that you performed research under a certain professor. While you would probably list only her title in a business resume, a c.v. would most likely include her name. Science and academe are small worlds, and it is likely that a prospective employer will have heard of a given specialist in her own field. Similarly, if you went on clinical rotations at a given hospital, name it: your future employer might have hospital privileges there. I think you get the idea.

Unlike resumes, c.v.'s can run on for pages and pages. They should, however, be very neatly organized, with clear headings and distinct conceptual division, so that they can be skimmed as easily as a two-page resume.

In addition to the usual catalog of degrees and job histories, c.v.'s often contain many more categories of information. Experience may be divided between headings for TEACHING and RESEARCH; education may be divided between DEGREES and CONTINUING EDUCATION or ADVANCED TRAINING; publications may be divided into subcategories of BOOKS, ARTICLES, CONFERENCE PRESENTATIONS, ABSTRACTS, BOOK REVIEWS, and

UNPUBLISHED PAPERS. How you organize this material determines its impact on your reader.

Scour Your Background for Evidence to Present

As with technical resumes, employers get clues about your intelligence and focus from the way you organize and present your c.v. data.

Your presentation will be judged largely on the number and nature of listings. Material that you may think of as irrelevant may end up clinching your presentation. If you gave fourteen lectures in the last year, don't say, "but that's obvious"—list them! Make them interesting!

When you have published dozens of books and journal articles you can afford to skip the obvious; when you are fresh out of school (if anyone can ever be said to be "fresh" out of a rigorous program) it is better to let the search committee know exactly what you have done and, by inference, what you can do.

For example, citing your doctorate in nonverbal communication establishes your basic credentials, but listing lectures like the following is a much more effective way to give the search committee a feeling for who you are as a person and an intellectual:

Outside Lectures & Courses

Portland Bar Association

“The Total Argument”

“Choosing Jurors: Consider the Nonverbal Evidence”

“Nonverbal Communication in the courtroom: Whose Side Are You on, anyway?”

“The Defense Attorney and Nonverbal Communication”

“Prepping Your Client for Courtroom Appearances: You Never Get a Second Chance...”

University of California, Long Beach

Department of Industrial Design

“Proxemics”

“Use of Space to Communicate”

University of California, Berkeley

School of Architecture

“Space and Power in Corporate America”

University of California, Los Angeles

Film School/Broadcast Communication Arts (joint presentation)

“Nonverbal Communication in Film and Television: Mastering the Total Message”

Southern Conference of Law Enforcement Officers

“Nonverbal Communication in American Subgroups”

Portland Art Museum

“Communication & Aesthetic Consciousness”

“A New Interpretation of Spatial Relations in Renaissance Group Portraiture”

As with any other resume, review your total universe of material before deciding what to include, what to feature, and what to omit. Review all potential data in the following categories:

Degrees	Study abroad	Volunteer Experience	Appointments
Dissertations	Teaching	Service	Consulting
These	Workshops	Languages	Practica
Pro bono	Clinics	Laboratory sills	Activities
Continuing Edu.	Seminars	Technical skills	Sports
Training	Conferences	Computer skills	Travel
Specialization	Symposia	Licenses	Bibliography
Expertise	Publications	Credentials	Addenda
Profession	Translations	Honors	Assistantships
Interests	Presentations	Scholarships	Keywords
Employment	Papers	Fellowships	Lectures
Research	Exhibitions	Grants	Committees
Additional	Academic/service/	Honorary/professional/	All other college
Class projects	performance awards	social affiliations	studies

After compiling this raw data, use **the Resume Ingredients Rule** and every trick and technique you have learned in this book to present your background in the most compelling order and format for your targeted reader.

One last note: Bibliographies longer than two pages, or any other category with more than two pages of information, should be separated out from the main bode of the c.v. Of course, different disciplines have different protocols for bibliographic data and you will need to learn and follow those for your profession. Bibliographies used to be assembles in chronological order, so that the author could add new data to the bottom with a typewriter, but with the advent of computers, bibliographies should run in reverse chronological order like everything else (as a general rule).

The samples in the next chapter run the gamut from diagrammatical c.v.'s to c.v.'s that are virtually indistinguishable from business resumes. In general, the more compelling your credentials (or at least your presentation of them), the briefer your narrative discussion of qualifications and experience can be. Conversely, the more you need to establish what you have to offer, the more closely your curriculum vitae should resemble the resumes presented earlier in this book. There is nothing wrong with this. In fact, many documents wi6th “curriculum vitae” written on them are really straightforward resumes, like Mr. Rappaport’s sample in Chapter 11, (p.98). There is a seamless continuum between these two styles, and where your presentation falls is up to you and the nature of your background. Do note the last sample c.v. in the next chapter. It is in a rather conservative European style, a little different from what we are used to seeing in North American.