

# Sample Curriculum Vitae

Use only the sections applicable to you. Each discipline is different in the format and sections used. Ask a professor in your field for a copy of their vitae and see what information they have listed. Most important is to keep formatting consistent throughout. Write in first person but do not use personal pronouns. Unlike a resume, a vitae is extensive and can be multiple pages.

## Vita D. Kerr

Department of [Department], [University]

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**Objective:** Candidate with proven experience in [skill] as well as [skill] seeks position as [position title] at [organization].

**Summary Statement**

**Education**

[School] ♦ [City], [State]	[Graduation Date]
[Deg] ♦ [Major, Minor and Concentration]	
Thesis or Dissertation: "[Title]".	
Under supervision of [Major Professor].	

  

[School] ♦ [City], [State]	[Graduation Date]
[Deg] ♦ [Major, Minor and Concentration]	

**Postdoctoral Training**

[Research Details]	[Dates]
[Organization], [City], [State]	

**Certification**

[Type of License or Certification]	[Date Received]
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**Experience**

[Title/Topic of Study/Position Title]	[Dates]
[Organization]	[City, State]

- [Description of activities, skills, or leadership roles]

**Interests**

**Publications**

**Creative Work**

**Presentations**

[Title and description]	[Date]
[Name of conference]	[City, State]

**Professional Affiliations**

**Professional Service**

**Special Awards and Honors**

**Specific Skills**

**Relevant Coursework**

**Volunteer Work**

**Travel and Languages**

Any honorary societies, receipt of competitive assistantships, scholarships, grants, fellowships, teaching or research awards. Include dates. Honors specific to degrees could be placed under the appropriate listing under Education.

Can be titled Community Involvement or Service Work

Could be just travel or just languages

If not anywhere else, put relevant skills such as laboratory techniques or equipment, computer programs or languages, etc...

Contact information for home, office or both

If used, the summary statement could substitute for an objective.

In reverse chronological order, with most recent degree first.

Could also be titled Fellowships or Internships or Residency.

Could also be called Licensure.

Could encompass all experience or could be broken up into multiple sections such as Research Experience, Teaching Experience, Professional, Consulting, etc.

For each entry, list projects or positions and skills in reverse chronological order that relate to the type of work sought.

Use strong action words. A bulleted list is a useful format.

Can be divided into heading such as Research or Academic Interests

For this section, list publications as you would in a formal works cited page using the standard format for your industry. For help, see a current research journal. If you only have one presentation, combine it with presentations in a section titled, Publications and Presentations. Include current submissions.

Could include descriptions of recitals, art exhibits, etc...

Could be called Posters and Presentation or Selected Presentations if your list is a shortened version. Can include workshops.

Names of local, state, regional and national professional associations with which you have current membership.

Leadership positions for which you held at any level, memberships on committees or boards, elected office, etc...Include dates.