

GUIDELINES FOR WRITING A CURRICULUM VITA (CV)

- If your CV includes a narrative profile describing your skills and experience, it should be short. A profile is a *brief* summary. It's a few lines; it's not a two-page detailed list.
- Do not make your CV longer than necessary. It is longer than a traditional resume, but you still need to think carefully about the value of the information you include. If you have attended 100 technology workshops, don't list each and every one. Create a section called "Selected Workshops" (note the key word "Selected") and list only the most relevant ones.
- If you want a job in online education, don't put your experience in online education on page 10 of your CV. That information should be somewhere near the top.
- Write your own CV rather than having it "professionally" developed. You are the only person who can write your CV. Consult with Career Services or available books such as *The Academic Job Search Handbook*. But don't let someone who doesn't understand your work or the academic world create the one document that you most need in order to gain entry to that world.
- Radical mixing of information doesn't work on a CV. For example, if you have an "Administrative Experience" section on your CV, that's the obvious place to list that you were director of admissions; but don't put your work as coordinator of cheerleading in that section.

Some otherwise well-designed CV's falter due to mistakes that could be prevented with a little extra proofreading. Here are a few such dos and don'ts:

- Don't include your birth date.
- Omit all zip codes, except where you list your own contact information.
- When you are formatting your CV, avoid using full justification because you can end up with some weird spacing.
- One CV started out with "My principle research" There's no excuse for that. If you are a poor speller and don't know the difference between "principle" and "principal," find someone who does who is willing to proofread for you.
- Don't use boldface type in a random way. It will confuse the reader. Be consistent.
- When you list some of the courses you have taught or helped teach, don't include the course numbers. They vary from institution to institution.
- Use an acronym only after you have first spelled out what it stands for.
- Put your last name and a page number on the second page of your CV and on all subsequent pages. But be careful. If your numbering system doesn't align with your formatting, you will see some strange page breaks. A good way to avoid that problem is to use the header/footer function.

A final word of advice: Print out your CV and look carefully at it before you send it anywhere. Better yet, e-mail your CV to Career Services (career@clayton.edu) and have it reviewed.