***Writing a Curriculum Vitae***

In the academic job market, a high-quality CV (curriculum vitae, or vita) plays a critical role in helping you stand out as a strong candidate. When you apply for a position, your vita is often a hiring committee’s first impression of you. Therefore, your vita must quickly and adequately reflect the educational and professional experiences that most pertain to the position you are applying for. Although there are no set rules about the format of your vita, it is important to think of it as a strategic marketing tool. Develop your CV with intention by considering how its format and content can effectively reflect your unique background and career goals.

**What is the difference between a CV and a resume?**

A CV prioritizes your educational background and the breadth of your relevant experiences—it is not uncommon for the vitas of very accomplished scholars to be several pages long! Meanwhile, a resume presents a brief overview of your professional background, and includes your educational credentials, but does not necessarily focus on them. CVs often feature publications, speaking engagements, research projects, and campus service—meanwhile, resumes highlight positions that directly pertain to a particular nonacademic work opportunity.

**What is the purpose of your CV?**

*If you are applying for public relations-related opportunities*:

* Could be a handy tool for keeping track of relevant experiences and/or positions, or for sending to funders, conference sponsors, or public relations staff for background on your academic accomplishments
* Tip: Keep education, honors, and awards up front and presentations towards the back

*If you are seeking funding*:

* Demonstrates that you have received funding for successful projects in the past, or have otherwise been entrusted to satisfy project objectives in relevant environments
* Tip: Keep emphasis on grants, research, and publications

*If you are applying for tenure-track positions*:

* Clarifies the theme/s that link to your research, publications, and presentations in order to support your claim to expertise
* Highlights your teaching/research interests
* Includes names of faculty and colleagues you have worked with
* Demonstrates your research skills
* Enables you to secure federal grant funding
* Tip: Consider what type of position you are applying for: CVs for community colleges and liberal arts schools will emphasize teaching experience first—CVs for research universities should feature research experience first instead

**Sections and Sample Headings**

***Education***

* First section in the CV
* List each degree, program title, institution, location (city, state), and year
* Use reverse chronological order (most recent to least recent)
* Include dissertation title committee chair

***Teaching Interests and Research Interests***

This section speaks directly to the immediate interests of the hiring committee who are looking to fill a specific need within their program and/or a good fit with the rest of the faculty.

* Use separate section headings for each of these titles
* List every course area in which you have taught, assisted, and developed knowledge
* Don’t use course titles; use language that parallels the accreditation standards of CSWE
* List research interest by subject area

***Teaching Experience***

* For TA positions: list in reverse chronological order each position held, name of the professor, course title, name of the institution, location, semester, and year
* To list several classes at the same university, only list university name, along with city, state, or country, *once*. Then list diverse course information underneath
* You may also want to highlight skills acquired through each experience, for example, “developed new course on Social Work Ethics” or “Taught entry level social work course to 75 undergraduate students”

***Practice Experience***

* Include name of organization, title, city, state, and date
* Describe your primary tasks, skills, and accomplishments using bulleted statements
* Begin each bullet with an action verb in third-person past tense (or present if ongoing)
* If you held multiple positions at a single agency, only list agency name once, with position titles and dates underneath
* If you are logging a field placement experience, use the word “intern” in the title

***Publications***

* List all published and unpublished manuscripts using the APA style manual
* Use subheadings that make it easy for the reader to identify publication types (and to draw attention to the diversity and breadth of your work.) For example: Books, Chapters, Journal Articles, Book Reviews, Paper Under Review, etc.
* If writing a condensed version of your CV, use “Select Papers” or “Select Publications”
* If a manuscript is accepted but not yet published, list it under “Journals” and state either that it is “in press” or “forthcoming”
* Unpublished finished manuscripts can go into a “Manuscripts” subsection
* For unfinished manuscripts, use “Work in Progress” subsection

 **Publication Formatting Examples**

(Based on *Publication Manual of the American Psychological Association*, Fifth Edition. Copyright 2001, Seventh printing January 2005. Available from [www.apa.org/books/](http://www.apa.org/books/) and most mainstream bookstores. These standard citation guidelines have not changed in the most recent 2019 edition of the style manual.)

***Journal Articles***

**Format: Journal Article, one author**

Mellers, B.A. (2000). Choice and the relative pleasure of consequence. *Psychological Bulletin,* 126, 910-924.

**Format: Journal article, two authors, journal paginated by issue**

Klimoski, R., & Palmer, S. (1993). The ADA and the hiring process in organizations. *Consulting Psychology Journal: Practice and Research,* 45 (2), 10-36.

SAMPLE CV

LACEY LONGHORN

(512) 555 – 5555 | laceymlong@utexas.edu

# EDUCATION

|  |  |
| --- | --- |
| 05/2021  | The University of Texas at Austin, Austin, Texas  |
|   |  | **Doctor of Philosophy in Social Work** Dissertation title: [x]Chair: [x]Committee: [x] |
| 04/2017  |   | Texas State University, San Marcos, Texas  |
|    |   | **Master of Arts in Social Work**  |
| 04/2015  |   | Rice University, Houston, Texas  |
|   |   | **Bachelor of Arts in Anthropology**  |

# RESEARCH INTERESTS

Youth Services Development; Poverty and Mental Health; School Social Work; Mentorship Programming for Children and Adolescents

# TEACHING INTERESTS

Social Work for Youth Populations; Statistics; Introduction to Social Work; Social Determinants of Health; Qualitative Research Methods

# PUBLICATIONS

PEER REVIEWED PUBLICATIONS

**Longhorn, L.**, Lastname, F., Lastname, F., Lastname, F., & Lastname, F. (in press). Title of journal article. *Title of Journal.* DOI link or page numbers.

**Longhorn, L.**, Lastname, F., Lastname, F., Lastname, F., & Lastname, F. (2021). Title of journal article. *Title of Journal.* DOI link or page numbers.

**Longhorn, L.**, Lastname, F., Lastname, F., Lastname, F., & Lastname, F. (2020). Title of journal article. *Title of Journal.* DOI link or page numbers.

PAPERS UNDER REVIEW

**Longhorn, L.**, Lastname, F., Lastname, F., Lastname, F., & Lastname, F. (Under review). Title of journal article, submission date.

WORK IN PROGRESS

**Longhorn, L.**, Lastname, F., Lastname, F., Lastname, F., & Lastname, F. (Manuscript in progress). Title of journal article.

OPINION EDITORIALS

**Longhorn, L.**, Lastname, F. (2020). Title of article. Opinion Editorial [link]. *Title of News Outlet.*

BOOK CHAPTERS

**Longhorn, L.**, Lastname, F. & Lastname, F. (2019). Title of chapter. *Title of Book* (pp. #-#). Publishing company.

# CONFERENCE PRESENTATIONS

**Longhorn, L.,** Lastname, F., Lastname, F. (Accepted). Title of presentation. Title of Conference, City, State. October, 2021.

# RESEARCH EXPERIENCE

10/2020- ***Graduate Research Assistant to Dr. Bevo***

Current Youth Services Collaborative

The University of Texas at Austin, Austin, Texas

* Conducts research on access to community resources to improve mental health among underserved youth populations.
* Assesses the program impact across three neighborhoods in Austin.
* Selects data that meet state requirements and grant guidelines for analysis.
* Prepares and analyzing data with specialized techniques (hierarchical linear modeling).
* Summarizes research based on programmatic outcomes for grant renewal.

# TEACHING EXPERIENCE

09/2021- The University of Texas at Austin

## Current Assistant Instructor

|  |  |  |
| --- | --- | --- |
|    |   | Introduction to Social Work and Social Welfare* Taught 50 undergraduate students in an online Introduction to Social Work class.
* Crafted syllabus, lectures, assignments, and class activities.
* Held weekly office hours and lectures via Zoom.
* Used online tools such as discussion boards, interactive reading materials, polling tools, and breakout rooms to foster class engagement.
 |
|   |   |  |

# GUEST LECTURES

**Longhorn, L.** (May 2021). *Youth Services and the Nonprofit Sector.* Guest lecture, [Title of class] at The University of Texas at Austin, Austin, Texas.

# SCHOLARSHIPS & AWARDS

|  |  |  |
| --- | --- | --- |
| 03/2021   |  | University Graduate Continuing Fellow 2021-2022, The University of Texas at Austin Graduate School  |
| 11/2020   |  | University Finalist Three Minute Thesis, The University of Texas at Austin Graduate School  |
| 08/2019  |   | Certificate in Applied Statistical Modeling, The University of Texas at Austin  |
|    |   | Department of Statistics and Data Science  |
| 08/2017  |  | Bella Batcity Endowed Presidential Scholarship, Texas State University |

# CLINICAL EXPERIENCE

|  |  |  |
| --- | --- | --- |
| 08/2017-  |   | Houston Family Services Counseling Center, Houston, TX  |
| 08/2018   |   | *Clinical Social Worker* * Conducted individual and family therapy sessions using cognitive behavioral therapy, motivational interviewing, and acceptance and commitment therapy.
* Counseled children, adolescents, young adults, and older adults who experienced suicidal ideation, post-traumatic stress, anxiety, and depression.
* Evaluated notes, diagnoses, and treatment plans for fellow therapists in annual review.
 |

# COMMUNITY SERVICE

UNIVERSITY SERVICE

|  |  |  |
| --- | --- | --- |
| 01/2021   |   | Society for Social Work and Research 2021 Conference, Virtual platform *Conference volunteer*  |
| 08/2018-  |   | Doctoral Committee at The University of Texas at Austin, Austin, Texas  |
| 05/2020   |   | *PhD student representative*  |

SERVICE TO THE PROFESSION

|  |  |  |
| --- | --- | --- |
| 02/2020  |   | California Wildfire Fundraiser, Austin, Texas  |
|    |   | *Volunteer photographer*   |
| 08/2016  |   | Habitat for Humanity, Houston, Texas  |
|    |   | *Volunteer*   |

# PROFESSIONAL ASSOCIATIONS & LICENSURE

American Public Health Association, 2021

Society for Social Work and Research, 2020-2021

Council on Social Work Education, 2017–2020

Gerontological Society of America, 2018-2019

Certified Social Worker, Active License #: [xxxxxx]