WHAT EXACTLLY IS AN ACADEMIC CURRICULUM VITAE (CV)?

Curriculum Vitae (CVs) are a required part of the application package to many graduate programs. CVs provide the admissions committee insight on your academic achievements, publications (if applicable) and scholarly interests, as well as skills developed through academic degrees and related teaching or research experience. In order to demonstrate the competitiveness of a student's applications, students can repackage their experiences using headings that will emphasize their relevant experiences to the admissions committee.

Attend the "Applying to Graduate School" workshop to learn more about how to research graduate programs and get more familiar with the application process

DIFFERENCE BETWEEN ACADEMIC CV AND PROFESSIONAL RESUME

Academic CVs and professional resumes are different, from their audiences to the essential information being included. Listed below are a number of differences between a CV and a resume. It is important to note that in Europe, Australia and New Zealand, the term CV can be used interchangeably with Resume. **Please clarify the requirements for your program's preferred document.**

	CV	Resume
Audience	Fellow academics in your field of study	Employers who hire for a wide variety of positions
Purpose	Applying for jobs in academic or medical fields, or applying for research-focused graduate studies	Applying to professional graduate studies or jobs in most non-academic sectors
Goal	To display your academic credentials and accomplishments in great detail	To demonstrate that you have the experience and skills necessary to succeed within the position you are seeking
What readers see	A big picture of you as a person and your scholarly potential	A compelling introduction of your experiences and skills
Essential Information	List of research experience, publications, presentations, teaching experiences, grants, and anything else academically relevant	Experiences and skills as they relate to the job you are seeking
Length	As long as necessary	2 pages maximum
References	Include (if requested)	Do not include

CREATING YOUR ACADEMIC CURRICULUM VITAE

As you begin to compile your CV, here are some questions to consider:

- Do I know what types of skills and experiences the admissions committee is looking for? Tip: review your target program requirements on their Admissions webpage for ideas of what to emphasize.
- Have I completed any major assignments or projects in the subject area that I am considering for graduate school?
- What would I like to emphasize in my document?
- What relevant experiences have I had? Remember to include teaching experience if you are asked to express interest in being a Teaching Assistant.
- Am I a member of any associations/student clubs or have I completed any co-curricular activities relevant to my field of study?

SUGGESTED SECTIONS OF THE CURRICULUM VITAE

The following are suggested categories for your CV. You should select categories and order them so that they best highlight your relevant skills and experiences, as related to your intended program of study. When organizing the information within each category, list items in reverse chronological order, with the most recent information appearing first.

Typical Topics and Typical Order

TOPICS	ITEMS TO INCLUDE/TIPS
About order: This is a typical CV section order, however there are no official 'rules' and you should strive to present your qualifications as strongly and effectively as possible!	
Personal Information	• Include your name, email, phone number and home address • Do NOT include your marital status, dependents, religious affiliation, gender or ethnicity
Academic Information	• Include the degree to be conferred and completion date, program of study, name of institution • Include GPA, and if you've graduated note distinction
Achievements, Academic Honours and Certificates	• List academic awards, accomplishments and/or certificates • Include a brief explanation of each award and achievement, including the criteria for which you earned it • Academic awards and achievements are preferred over others, however do not exclude non-academic honours
Research Interests	• Include relevant research interests only (adapt for each application)
Publications	• Include any published work that is relevant to your academic interests (if applicable), either written individually or co-authored. Include both peer-reviewed and non-peer-reviewed publications, but indicate which were peer-reviewed. • List your publications as you would in a citation. • Don't include an abstract in your CV. You can discuss your research and findings in your cover letter.

Conference Presentations or Major Presentations or In-Class Presentations	• Include conferences, senior level course presentations and/or community presentations (note: as your academic career progresses, eventually remove in-course presentations – academic CVs usually focus on conference presentations and posters) • List title of presentation, class or organization, city or university, and date; you might also include grades for these, although this is not typical
Research Experience (Including research assistantships, major reports, senior theses, or literature reviews)	• List research assistantships (paid and/or volunteer) or research projects, including those completed as part of a course. • Include the project title, supervisor's name, and lab or centre (if applicable) • List any projects you completed as part of independent studies or directed readings, Research Opportunities Program (ROP) experiences, advanced coursework (including literature reviews), and work study experiences, as well as your undergraduate thesis if you completed one. • For research completed in courses, you can indicate the grade you received on the project. • Be specific with what you did in each role (note: as your academic career progresses, eventually remove the explanation – academic CVs usually focus on job titles because they are usually self-explanatory) • State if each opportunity was paid or volunteer
Professional Experience, Community Involvement, or Volunteer Experience	• List title, company/organization, city and dates • Provide a brief description for each experience • Consider separating experiences by headers that indicate the type of relevant skills you are showcasing • If you are not differentiating between volunteer and paid work in the headers, be sure to indicate in the job title any work that was volunteer • Ensure your examples include specific lab skills, ability to use software programs, and other experiences that you have gained during university
Relevant Skills	• Highlight any additional skills that may bolster your application, like specific lab skills or ability to use software programs

Additional Supplementary Information

The following information will further demonstrate your engagement in academic, community and professional abilities:

Teaching Experience	• List relevant teaching experiences including instructorships, teaching assistantships, tutoring and FSG leadership opportunities, or experiences where you served as a marker/grader • Include your title, the course title, the course code/level, name of the supervising professor, and the dates for each listing • Provide a brief description including information such as class size, and an overview of tasks performed

Conferences Attended	• Include name, location and dates of any conferences attended as related to your program of study • Keep section brief and use list format
Associations and Affiliations or Clubs and Memberships	• Any memberships in university/student clubs, academic associations or professional associations • Indicate your title (e.g. member), organization name, institution or city, date
Languages	• Specify your reading, writing and oral fluency in any other languages you may know
References	• List name, title of referee, department or company, institution or city and date • You may include references in this list that will not be providing references for that particular application but could be included for supplementary information

Additional Resources

Model Undergraduate CV for Research-Focused Graduate Programs - with comments
Model Undergraduate CV for Research-Focused Graduate Programs - without comments (for look)

Additional explanation and sample undergraduate CV:
success.uwo.ca/careers/resumes__letters/curriculum_vitae.html

Two guides here on creating academic CVs and letters of introduction:
www.studentlife.utoronto.ca/cc/resumes

Opportunities, Prizes and Awards in Undergraduate Research at UTSC:
www.utsc.utoronto.ca/research/
Click on Menu > Students & Post-Docs > Undergraduate Student Research Support

Resources for Graduate Students (which you will be, so useful things here!):
http://www.utm.utoronto.ca/careers/resources-for-graduate-students