



UNIVERSITY OF
CHARLESTON
CENTER FOR CAREER DEVELOPMENT



CURRICULUM VITAE GUIDE

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The curriculum vitae, or CV, is preferred over resumes in some industries and completely nonexistent in others. If you've always worked in fields like marketing, banking, financial services, accounting, communications, or customer service, you've probably never had to provide a CV. In fields such as academia, you may have had the opposite experience and always used CVs rather than resumes. What exactly is the difference, and when should you submit a CV instead of a resume?

WHAT IS A CV?

Like a resume, a CV is a document that is used to present your qualifications and experience to potential employers. Also like resumes, CVs cannot get you the job. Their primary purpose is to secure interviews with potential employers. CVs also utilize the gapping writing technique (writing in concise, action-oriented statements and phrases), just like resumes! In fact, CVs and resumes are nearly identical except for one thing- the level of detail that is presented¹. It would be difficult to tell the difference between a short CV and a long resume.

In addition to the typical resume sections like education and experience, CVs usually have sections for publications and presentations. CVs are also exhaustive and include all relevant items. Resumes usually omit experiences more than a decade old. CVs grow with an individual's career and get longer over time². Grants and scholarships, honors, awards, theses, and dissertations can also be included. On resumes, you typically prune down your experiences and accomplishments so that readers only see your most outstanding qualities in relation to the job to which you're applying. You do not want to include irrelevant or insignificant information on a CV, but the goal is to demonstrate the breadth **and** depth of your qualifications. Resumes focus more on the breadth and do not present elongated histories of experience in a particular area.

¹ <https://owl.english.purdue.edu/owl/resource/641/1/>

² <https://writingcenter.unc.edu/tips-and-tools/curricula-vitae-cvs-versus-resumes/>

Job postings usually specify whether the recruiter wants a CV or resume. It is fairly safe to assume that jobs in academia will require a CV unless otherwise noted. Scientific or research jobs also might require a CV³. Grant applications may require you to submit a CV as well. For the vast majority of jobs, resumes will be preferred, but just be sure to read the application instructions carefully.

FORMAT

The formatting of CVs and resumes is virtually the same. Use the General Resume Guide as a starting point for constructing the CV. As stated earlier, the length and level of detail will be greater on CVs, but the basic rules for resumes apply to CVs- use gapping and parallelism; make sure the CV is balanced and pleasing to eye; make sure it's easy to read and utilize bullet points as needed; customize the CV content for the job; no pictures; use basic fonts and avoid color as a general rule⁴.

Depending on your experience, there can be several additional sections on CVs that you wouldn't normally include on a resume.

THESE INCLUDE THE FOLLOWING⁵:

- Publications
(can be further separated into books, academic journals, book reviews, and other subcategories)
- Presentations
- Research
- Grants
- Fellowships
- Dissertation(s)
- Theses
- Teaching Experience
(may be included on resumes under the "Experience" section but separated out on CVs)
- Scholarly Interests

If you have an item that doesn't fit neatly into education, experience, or one of the items above, create a new section. It will not hurt to add length to the CV. Resumes should begin with a professional summary to give the reader an indication of your best competencies and your career objective. Summaries can also be very effective for CVs. Since CVs are more comprehensive than resumes, it can be useful to draw the reader's attention to your greatest accomplishments or most relevant experience.

³ <https://www.thebalancecareers.com/cv-samples-and-writing-tips-2060349>

⁴ <https://owl.english.purdue.edu/owl/resource/641/1/>

⁵ <https://writingcenter.unc.edu/tips-and-tools/curricula-vitae-cvs-versus-resumes/>
<https://www.thebalancecareers.com/cv-samples-and-writing-tips-2060349>

Some resume experts recommend adding sections about personal interests and hobbies on CVs⁶, but use caution when doing so. Hobbies aren't always relevant to the job, so spending too much time on them will pull the reader's attention away from more important information. However, if you can weave your hobbies into your CV in a professional way, it can add a nice personal touch and make you more memorable. For example, let's imagine you are applying for a teaching position in biology at a local college. Maybe your interest in science is so great that you started the "Roane County Naturalist Society." Listing the society and some of the organization's activities on the CV is a great way to communicate your interests to the reader while making the CV stronger.

A sample CV is included for your reference. The sample CV is for a highly experienced college professor to demonstrate different sections that can appear on CVs. While most CVs won't have as much information as this one, remember that it isn't necessary to be as selective with your information as a resume. If the information is relevant, list it on the CV. See the Resume Center on the CCD page of the student portal for more information and templates.

Johnny Seevee

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This CV is formatted just like a typical resume, but it is much more detailed. As long as the information is relevant, you can't really have a CV that's too long.

Instead of calling this section a "professional summary," Johnny has chosen to give himself a descriptive title that indicates his expertise.

Distinguished Environmental Researcher

University professor and department chair with vast experience in environmental and zoological research. Successful business owner with nationally-recognized consulting firm. Knowledgeable with federal and local environmental regulations. Proven leader with consistent history of academic publication in highly-respected journals.

Teaching Experience

Marshall University

August 2005 - Present

Huntington, WV

Biology Department Chair, July 2015 – Present

- Oversee a department of 10 professors and 12 adjunct instructors
- Develop the vision and strategic objectives for the department and work with faculty to implement an annual plan
- Increased student retention by 10% in 2017 over previous year

Professor of Biology

August 2010 – Present

- Serve as instructor for marine biology, advanced zoology, and molecular biology classes
- Advise students on class scheduling and academic success strategies
- Lead 6-week study abroad program in Uruguay

Assistant Professor of Biology

August 2005 – August 2010

- Co-chaired the MU biology club
- Assisted with student recruitment activities

Morehead State University

January 1999 – July 2005

Morehead, KY

Assistant Professor of Biology, August 2003 – July 2005

- Led classes in basic biological science and biochemistry
- Organized a semi-annual field research trip to Mammoth Cave

Biology Lecturer

January 1999 – August 2003

- Managed the peer tutor program and provided guidance to lead tutors
- Visited local high schools to organize science fairs sponsored by the MSU Biology Department

West Virginia University

July 1997 – December 1998

Morgantown, WV

Graduate Teaching Assistant

- Served as co-instructor in lecture and lab classes
- Assisted professor with grading and lesson development

It wouldn't be necessary to separate teaching from other professional experience on a resume, but it's a common strategy on CVs to demonstrate expertise in both the academic and non-academic sectors.

Professional Experience

JSV Consulting, LLC

October 2011 – Present

Elkview, WV

Owner/Lead Consultant

- Completed project for Fortune 1000 client that led to \$75,000 in reduced environmental regulatory costs
- Advise energy clients on proper environmental management techniques to comply with state and federal regulations
- Assist state and local government agencies on the development of environmental education programs

⁶ <https://www.thebalancecareers.com/cv-samples-and-writing-tips-2060349>

United States Fish and Wildlife Service

February 2001 – April 2004

Frankfort, KY

Freshwater Biologist

- Conducted large scale research projects to assess viability of new fish introduction in Western Kentucky streams
- Assisted wildlife transport teams with the introduction of elk populations in Knott County wildlife management areas
- Served as the Zoological Advisor to Fish and Wildlife leadership team

Education

West Virginia University

December 1998

Morgantown, WV

Doctor of Philosophy in Biology

Dissertation: The Effect of Invasive Moss Species on the Digestive Health of the Cheat Mountain Salamander

Ohio University

May 1993

Athens, OH

Master of Science in Zoology

Thesis: Upstream Power Plants and Their Effects on Ohio River Catfish Populations

University of Charleston

May 1991

Charleston, WV

Bachelor of Science in Biology

Grants

National Science Foundation

March 2016

Appalachian Zoological Research Grant, \$10,000

Southern Wildlife Research Association

June 2004

Waterways Protection Research Grant, \$2500

Presentations

Seevee, J. (2017, September). *Ecosystems of former strip mine sites in southern West Virginia*. Paper presented at the annual meeting of the Society of Appalachian Educators, Beckley, WV.

Seevee, J. & Dough, J. (2013, June). *Getting involved in local wildlife conservation efforts*. Symposium conducted at the West Virginia Division of Natural Resources Region 8 Conference, Huntington, WV.

Smith, A., Ernst, B., and Seevee, J. (2008, August). *Is global warming affecting our fisheries?* Poster session presented at the meeting of the National Association of Biologists, Washington, D.C.

For most academic positions, a history of scholarship/research is key. Johnny simply lists his presentations and publications in APA format, just like a bibliography.

Publications

Books

Seevee, J. & Veese, R. (2004). Appalachian bat species. In C. Geditor, H. Daniels, & L. Linus (Eds.), *Bat Species of North America* (pp. 304-320). New York, NY: Simon & Schuster.

Journal Articles

Dough, J. & Seevee, J. (2016). Natural gas pipelines and high-elevation streams: Does the presence of a pipeline affect stream health? *Environment and Culture*, 13, 110-132. doi: 10.3540/jidgip.35.74903

Seevee, J. (2012). Trout in the Seneca Caverns: Exploring the origins of a unique species. *Aquatic Biology*, 20(3), 78-91.

Seevee, J., Mancini, E., Salmons, R. & Inphograf, W. (2009). Hydraulic fracturing and its effect on the diets of small Appalachian mammals. *Industry & Environment*, 45, 27-52. doi: 10.12345/45-plof.456960

Gore, T., Bush, K., Klinton, W., & Seevee, J. (2004). Political leaders and environmental issues: Using endangered species designations for political gain. *The Leadership Quarterly*, 54(2), 48-69. doi: 10.1266.990/retrete.44789390

Awards and Honors

Marshall University

President's Award for Academic Research Excellence, April 2012

Student's Choice- Best Science Professor, 2009-2010

Faculty Member of the Year, 2008

Kentucky EcoFriends

Environmental Champion of the Year, 2000

Ohio University

Winner of the Student Environmental Project Fair, February 1992

University of Charleston

Most Distinguished Biology Graduate Award, May 1991

Dean's list, Fall 1988 – Spring 1991

Media appearances is a section you would be unlikely to see on a resume. On CVs, you can add any information that you feel is relevant to a potential recruiter. In Johnny's case, his media appearances help establish his status as an expert.

Professional Organizations

Society of Appalachian Educators

August 1998 – Present

President, 2012 – 2014

Treasurer, 2010 - 2012

National Ecological Research Association

December 2000 – Present

Mid-Atlantic Subject Matter Expert, 2009 - 2010

West Virginia Tourism Task Force

February 2008 – December 2010

Eastern Kentucky Science Association

March 2000 – December 2005

Monongalia County Economic Development Consortium

August 1997 – July 1998

Media Appearances

CNN Tonight

November 18th, 2017

Interview

Asked to offer my perspective as an Appalachian wildlife expert for a piece on coal mining and the environment

Animal Planet River Monsters

September 25th, 2013

Episode 103- "The Giant Ohio River Catfish"

Served as an expert on Ohio River aquatic life during the episode

New York Times

April 15th, 2007

Interview

Provided an overview of the impact of natural resource extraction on waterways and forests

Appalachian Magazine

May 2004

Special Issue on Endangered Appalachian Animals

Interviewed as an Appalachian wildlife expert and provided information about the endangered mammals and fish of the Allegheny Mountains



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