

Building a Curriculum Vitae

Milestone 3
PROMOTE
Develop Your Brand



Additional things to note:

- No spelling or grammar errors.
- Use white space between sections.
- Use standard font styles such as Times, Calibri, Arial, Verdana, etc. Use 10–12pt size!
- Consistent margins top, bottom and sides (.05–1.0 in)

- Name is BIG! 14–20pt size!
 - One phone number and one email address!
 - Titles with name is optional! (i.e. M.ED., PhD.)
 - All subsequent pages contain name and page number at top left of page (e.g. Last Name, First Name, Page 2 of 3).
- Use FULL name of institutions with city, state.
 - Degrees spelled out accurately!
 - List month and year of expected graduate date.
 - Optional: Include GPA if 3.0 or higher.
 - List academic credentials in reverse chronological order (most recent first).
 - If applying for a position as an “All but Dissertation” (ABD) candidate, identify this status in this section.
- Include working title, academic department, college, location and timeframe.
 - This section is only about teaching.
- List Job Title, Company/organization name, city, state, and dates (month year–month year).
 - Include concrete information whenever possible using numbers and specific data.
 - When using bullets, use consistent format with periods or no periods.
 - Arrange each experience in reverse chronological order by start date.
- Include all publications: Books, book chapters, journal articles, book reviews, etc., even those that are not yet published.
 - If you have substantial publications to showcase, use sub-headings to group each domain (books, chapters, articles, etc.).
 - Use citation style appropriate to your field (APA, MLA, Chicago, etc.).
- Include all presentations and/or performances: Workshops, conferences, exhibitions, lectures, panels, or other speaking engagements, recitals.
 - Use citation style appropriate to your field (APA, MLA, Chicago, etc.).
- Include the name of the grant, awarding organization, date of the proposal/award, amount, and short description of program.
 - Include funded and non-funded grants.
- Include current position, name of organization, and dates of membership.
 - If you’ve held a higher rank or special distinction, you can include this as a bullet, sub-heading, etc.

Your Name

Your Address • Phone Number • Email Address • LinkedIn URL (optional)

EDUCATION

Doctor of Philosophy (PhD) | Full name of Major Your graduation date
Name of Institution, City, State
Dissertation: *Name of Dissertation*

Master of (Science, Arts, Education, Social Work, etc.) | Full name of Major Your graduation date
Name of Institution, City, State
Thesis: *Name of Thesis*

Bachelor of (Science or Arts) | Full name of Major Your graduation date
University of North Carolina Greensboro (UNCG), Greensboro, NC

TEACHING EXPERIENCE

Your Title | Name of school May 2019–Present
Company Name, City, State

PROFESSIONAL EXPERIENCE

Your Title May 2019–Present
Company Name, City, State

- Identify major transferrable skills gained starting with action verb in proper tense; no personal pronouns
- Explain how you fulfilled your job duties—exceed expectations, meet goals, surpass requirements
- Describe your skills in terms of level—efficiently, effectively, accurately

Your Title June 2018–October 2019
Company Name, City, State

- Include specific outcomes of your efforts—did your project get implemented? Did you help the overall company mission?
- Include any technical proficiencies gained specific to your career field
- Descriptions emphasize relevant skills and accomplishments answering: How? Why? What? For whom?

PUBLICATIONS

Last Name, First Initial. Middle Initial. (Year of Publication, Month Day). Title of article. *Journal Title, Volume number* (Issue Number), Page Range

PRESENTATION & PERFORMANCE

Presenter Last Name, First Initial. Middle Initial. (Year, Month). *Title of paper or poster.* Paper or poster session presented at the meeting of Organization Name, Location.

GRANTS

Name of Grant September 2019
Organization | City, State

- Include information about what the grant was for and how much was awarded

PROFESSIONAL AFFILIATIONS

Your Title August 2018–Present
Name of Organization (clubs, organization, church, etc.)

- Share responsibilities and duties of position in organization

Last Note: Do not include references. The phrase “References Available Upon Request” should not be used. This is assumed.



UNC
GREENSBORO
Division of
Student Affairs

Career & Professional Development
#1 EUC | 336.334.5454
careers@uncg.edu | cpd.uncg.edu



Drop-in M–F, 10 am–4 pm
No appointment needed!

Upload your resume to VMock
and receive instant feedback
vmock.uncg.edu

Curriculum Vitae

Milestone 3
PROMOTE
Develop Your Brand



What is a CV

- Also known as Academic Resume, Curriculum Vitae, or CV
- In Latin, “curriculum vitae” means “the course of one’s life or career”
- Includes relevant professional/career experience (volunteer work, presentations, publications, courses taught, etc.)
- Used when applying to academic positions in higher education, professional/graduate school, or to establish your credentials as an expert in a field

CV

- Detailed document highlighting professional background
- Often used to apply to jobs or admissions in academia
- Thorough document (2+ pages)

vs.

Resume

- Concise document (1–2 pages)
- Targeted professional marketing document
- Used to apply to a specific industry or job position

General Tips

- Use reverse chronological order in each category (most recent experience listed first)
- Included experiences should be relevant to your field/professional practice
- Order of categories should be based on relevancy
- Ensure consistent formatting (fonts, section headings, bullet styles, and date ranges)
- Proofread for spelling grammatical, or citation errors
- Utilize white space and formatting to present a visually appealing document

Section Headings to Consider

Use section headings to address areas of expertise in order to help the reader navigate your experiences. Here are some options to consider:

Contact Information

Education

Publications

Presentations

Teaching Experience

Performance

Research Interests

Courses Taught

Grants Awarded

Professional Experience

Committees

Community Involvement

Awards/Honors

Academia

Professional Affiliations



**UNC
GREENSBORO**
Division of
Student Affairs

Career & Professional Development
#1 EUC | 336.334.5454
careers@uncg.edu | cpd.uncg.edu



Drop-in M–F, 10 am–4 pm
No appointment needed!

Upload your resume to VMock
and receive instant feedback
vmock.uncg.edu

Example CV – Page 1

Milestone 3
PROMOTE
Develop Your Brand



Minerva H. Spartan

1400 Spring Garden Street | Greensboro, NC 27410

minerva@uncg.edu | (336) 555-1234

EDUCATION

-
- Doctor of Philosophy (PhD) | Social Work** May 2024
The University of Chicago | Chicago, IL
Dissertation: *A Longitudinal Study of Co-Morbid Diagnoses in Urban Adolescents*
Advisor: Spiro Spartan, PhD
- Master of Social Work (MSW)** December 2019
The Ohio State University | Columbus, OH
Thesis: *Managing Difference in Diverse Communities*
- Bachelor of Arts | English** May 2013
University of North Carolina Greensboro | Greensboro, NC

RESEARCH EXPERIENCE

-
- Research Assistant | School of Social Work** August 2019–Present
The University of Chicago | Chicago, IL
- Research mental health of adolescents and effects of psychosocial behaviors
 - Investigate 10+ case studies and identify patient crises, including family, economic, and community situations
 - Facilitate effective plans for crisis intervention and emotional support for case studies

ACADEMIC EXPERIENCE

-
- Instructor | School of Social Work** January 2020–Present
The University of Chicago | Chicago, IL
- Courses Taught: *The Practice of Group Work, Comparative Perspectives in Social Work*
- Teaching Assistant | School of Social Work** August 2017–December 2018
The Ohio State University | Columbus, OH
- Courses Taught: *Knowledge and Skills for Effective Group Work*

PROFESSIONAL EXPERIENCE

-
- Clinical Social Worker** August 2019–December 2019
Daystar Clinical Services | Greensboro, NC
- Conducted intake assessments with clients to determine reason for visit
 - Provided therapeutic interventions including Cognitive-Behavioral Therapy and Dialectical-Behavioral Therapy
 - Managed a working caseload of 25 clients while providing triage appointments for the agency



Career & Professional Development
#1 EUC | 336.334.5454
careers@uncg.edu | cpd.uncg.edu



Drop-in M–F, 10 am–4 pm
No appointment needed!

Upload your resume to VMock
and receive instant feedback
vmock.uncg.edu

Example CV – Page 2

Milestone 3
PROMOTE
Develop Your Brand



Minerva H. Spartan, pg. 3

INTERNSHIP

Social Work Intern

May 2019–August 2019

Bayside Mental Health Clinic | Chicago, IL

- Offered individual assessments and psychotherapy services
- Evaluated and provided treatment plans and crisis intervention for individuals with mental illness
- Developed 5+ programs for youth to improve overall health and well-being
- Launched events and programs for community of 500+ participants

COMMUNITY ENGAGEMENT EXPERIENCE

Hotline Volunteer

August 2015–May 2016

Chicago House & Social Services | Chicago, IL

- Administered emotional support and guidance on-call through active listening and empathy for individuals suffering from domestic violence
- Planned and implemented case assessments, management, and treatment programs

Child Life Volunteer

May 2015–August 2015

University Hospitals | Chicago, IL

- Coordinated activities for 10–15 year old children through interactive games and crafts, also sharing additional emotional support as needed
- Organized and led therapy group sessions to ensure healthy development and safe learning environment for all children

PUBLICATIONS

Spartan, M. (in press). Professional dissonance. *Entry in Encyclopedia of Immigrant Health*. Sana Loue & Martha Sajatovic, Eds., Springer, NY: NY.

Spartan, M., & Gruber, K. J. (2018). Student perceptions of challenging family problems: Building bridges to acceptance. *Journal of Teaching in Social Work*, 31, 65–78.

Spartan, M., & Johnson, D. (2017). Unforeseen implications of regulation in clinical practice. *Clinical Social Work Practice*, 39, 308–314).



Career & Professional Development
#1 EUC | 336.334.5454
careers@uncg.edu | cpd.uncg.edu



Drop-in M–F, 10 am–4 pm
No appointment needed!

Upload your resume to VMock
and receive instant feedback
vmock.uncg.edu

Example CV – Page 3

Milestone 3
PROMOTE
Develop Your Brand



Minerva H. Spartan, pg. 3

PRESENTATIONS & PERFORMANCES

Hash, K., Tower, L., Stevens, K.J., Moore, C., Rogers, A., & Spartan, M. November 2019
Lessons from BEL Projects at Four Universities. BPD Annual Program Meeting: Myrtle Beach, SC.

Spartan, M. & Johnson, D. April 2019
Protecting authenticity while still protecting your practice. NASW NC Summer Institute: Wilmington, NC

Spartan, M. & Johnson, D. October 2018
Fostering a supervisory relationship that allows mistakes. NASW NC Summer Institute: Wilmington, NC.

GRANTS

Evaluation Contract June 2019

Servant's Heart House | Greensboro, NC

- \$1,500 contracted for program evaluation
- Completed customer satisfaction survey January 2019

Innovative Care Grant August 2018

Cone Foundation | Greensboro, NC

- Proposed expanding research on involuntarily treatment to national sample for \$17,215

PROFESSIONAL ASSOCIATIONS

Member January 2019–Present

Greensboro Humanitarian Council | Greensboro, NC

President August 2017–Present

National Association of Social Workers | Greensboro, NC

LICENSURE

Licensed Clinical Social Worker (LCSW) August 2019



Career & Professional Development
#1 EUC | 336.334.5454
careers@uncg.edu | cpd.uncg.edu



Drop-in M–F, 10 am–4 pm
No appointment needed!

Upload your resume to VMock
and receive instant feedback
vmock.uncg.edu