

The Curriculum Vita, also referred to as CV or vitae, is a document similar to a resume. Often required for an academic position in research or teaching, a CV is a comprehensive record of accomplishments that emphasizes education and professional qualifications. Resumes and CVs share common characteristics, but differ in content and length.

Whereas a resume tends to be brief, a CV is inclusive. However, this presents a unique challenge of including enough depth to display qualifications, but not “padding” the CV with trivial instead of substantive information (4). For example, it is not recommended to list many research projects underway to mask the absence of publications, presentations and grants. There is no standard length for a CV; however, a CV targeted to the position and institution is most effective.

For most professionals, the order and content of a CV are:

- **Education** –Includes all academic degrees, or expected completion dates of degrees, majors or areas of specialization, and the title of dissertation or theses along with advisor.
- **Teaching and/or Research Experience** – Arrange the most recent experience first. Provide position title, dates and responsibilities. Consider the position and research the mission, goals, and unique qualities of the institution or organization. If the position is primarily a teaching position, identify teaching experience and specific courses taught, student advisement and collaboration, and pedagogical training. If the position is research, highlight research experience, interests, technical expertise, and grant writing experience. Tailor this part of the CV to demonstrate skills and experience that match the position.
- **Professional Licenses or Certifications** –This section is essential for professions requiring licensure or certification. For licenses include the type and license number. When identifying certifications include name of certifying agency, type of certification, date received, and whether it is current.
- **Educational or Professional Honors or Awards** – Include teaching or research awards, competitive scholarships and fellowships. If these awards are not widely known in the field, provide a brief description of them.
- **Publications** – Use the standard bibliographic form appropriate in the health/fitness for articles, books, book chapters, or research reports. Include items published or in press and avoid too many publications that are “submitted” or “in preparation.”
- **Presentations** – Use the format appropriate in the health/fitness field as well as locations and dates of conferences, and whether the conferences were state, regional, national, or international.
- **Grants** – List the name of grant, funding agency, date received, amount of funding, and a brief description of the project.
- **Research** – Include current research projects and a brief description of the purpose.

- **Professional Affiliations and Involvement-** Demonstrating professional involvement is appealing to prospective employers. List memberships in national, regional, state and local professional organizations and include significant appointed or elected positions or committees.
- **Institutional or Community Service** – List involvement on institutional committees including offices, supervision of student groups, or special academic projects, and appropriate and relevant volunteer and community work.