

Important Information

Exercises to do this week. Only send exercises from Monday to Friday. Send answers here: gpa.ana@gmail.com

THEORY: THE CURRICULUM VITAE (AMERICAN RESUME): Read it

WHAT IS A CURRICULUM VITAE?

A curriculum vitae, often shortened to CV, is a Latin term meaning “course of life.” A CV is a detailed professional document highlighting a person’s experience and accomplishments.

Employers often require a CV when considering applications. This document shares an overview of your career history, education, relevant awards and honors, scholarships, grants, research, projects and publications.

A CV may also include professional references, as well as coursework, fieldwork, hobbies and interests relevant to your profession. You might also choose to add a personal profile that lists your skills and positive attributes to ensure employers have a well-rounded view of your personality and achievements.

CONTENTS OF A CURRICULUM VITE:

- **Contact information.** Include your full name, address, phone number and email address.
- **Academic history.** List all schooling from high school through postdoctoral (if applicable). Include the title of the degree you earned, the year you graduated and the name of the school.
- **Professional experience.** Include the organization where you worked, the job title, the dates you were employed and a summary of your experience and achievements.
- **Qualifications and skills.** List a combination of hard and soft skills you’ve developed throughout your career.
- **Awards and honors.** For each award, add the name, year received, the organization that gave you the award and any pertinent details (such as how often it’s presented).
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•**Publications and presentations.** For publications, provide a full citation including your co-authors, date, summary, volume, page, DOI number. For presentations, provide the title, date and venue where you presented.

•**Professional associations.** List the organization's name, location or chapter and the dates of active membership.

•**Grants and scholarships.** Provide the name of the grant or scholarship, date awarded and the institution that provided the award.

•**Licenses and certifications.** Include the name of the license or certificate, the date you earned it and the institution that awarded it.