CV (Curriculum Vitae)

For graduate school applications, research jobs, and scholarly jobs, you may elect to use a CV rather than a resume. A CV is a longer (often multi-page), more detailed version of a resume that emphasizes academic achievements, including publications and research projects.

| **Feature** | **MLA Style** |
| --- | --- |
| **Disciplines** | Humanities: Literature, philosophy, languages, museum studies, etc. |
| **Font** | Times New Roman, Arial, or similar, 11 or 12 pt |
| **Alignment** | Left-aligned |
| **Punctuation** | **Fully punctuated**; uses periods at ends of descriptions |
| **Coursework Listing** | Includes **both core and elective courses** to show intellectual range |
| **Publications** | [**Use Purdue Owl**](https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_works_cited_other_common_sources.html)**.**  Last Name, First Name. “Conference Paper Title.” *Conference Title that Includes Conference Date and Location*, edited by Conference Editor(s), Publisher, Date of Publication. |
| **Presentations** | [**Use Purdue Owl**](https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_works_cited_other_common_sources.html)**:**  Stein, Bob. “Reading and Writing in the Digital Era.” Discovering Digital Dimensions, Computers and Writing Conference, 23 May 2003, Union Club Hotel, West Lafayette, IN. Keynote Address. |
| **Dates** | Use **MM/YYYY** or **Month Year** formatting for all date entries (consistent throughout document) |

The University of Illinois provides this great CV example for a [PhD in English](https://grad.illinois.edu/document/student-success/curriculum-vitae-tips-and-samples) student.

Use the template on the next page to create your CV.

Remove all brackets, headers and comments.

**Your Full Name**  
[Email Address] | [Phone Number] | [LinkedIn URL] | [Optional: Website/Portfolio]

### Education

**Bachelor of [Arts or Science] in [Major]**  
State University of New York at New Paltz, New Paltz, NY  
Expected [Month Year]

* GPA: [Only include if 3.5 or higher]
* Honors: [Dean’s List, Cum Laude, etc.]
* Selected Coursework: [List higher-level and elective courses that reflect your academic interests]

### Research Experience

**Research Assistant**  
[Department or Institute], [Institution Name], [City, State]  
[Month Year – Month Year]

* Supervised by [Professor’s Full Name and Title].
* Researched [summary of topic or question].
* Performed literature reviews, data collection, and analysis with [specific tools or software].
* Co-authored “[Title of Paper],” presented/published at [Conference or Journal Name], [Year]

**Independent Research Project**  
[Course or University Name], [City, State]  
[Month Year – Month Year]

* Conducted an independent study on [topic].
* Presented findings via [poster, paper, oral presentation, etc.].

### Academic Publications and Presentations

* “[Title of Paper].” [Journal Name], vol. [#], no. [#], [Year], pp. [pages].
* “[Title of Presentation].” [Name of Conference/Event], [Institution or Location], [Date].

### Honors and Awards

* [Scholarship Name], [Awarding Organization], [Month Year]
* [Award Name], [Issuing Organization], [Month Year]
* Member, [Honor Society Name] – [Short description], inducted [Month Year]

### Professional Development

* Certificate in Digital Humanities, Coursera, March 202X
* Attended Adobe Bootcamp, January 202X
* Completed Institutional Review Board (IRB) Training, February 2023

### Skills

* **Software**: NVivo, Adobe InDesign
* **Languages**: French (advanced)
* **Academic**: Archival research, academic writing, copy editing

### Service and Leadership

* Peer Writing Tutor, Center for Student Success, 2022–2023

### Professional Affiliations

* Member, Sigma Tau Delta – International English Honor Society
* Attendee, Northeast Modern Language Association (NeMLA) Conference 202X

### Relevant Work Experience

**[Job Title]**  
[Organization Name], [City, State]  
[Month Year – Month Year]

* [Key accomplishments in action-oriented bullet points]

### Additional Work Experience

**[Job Title]**  
[Company Name], [City, State]  
[Month Year – Month Year]

* [Concise job achievement or skill]

(Include only if necessary to show range of experience.)