

## **Content of an Academic Curriculum Vitae**

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A professional curriculum vitae (CV) differs from a resumé in that it is generally a longer but more focused synopsis of the background and experience relevant to a certain position or goal, as opposed to a general summary of highlighted skills and qualifications.

A CV should be an exhaustive picture of your educational background and teaching and publication experience related to your field. It should serve as a record of the impact and involvement you have had in your field in various areas and on various levels (ie local to national or international).

While the format of CVs can vary, they should include the following information, where applicable:

1. Current position held and contact information
2. Education
  - a. University education
  - b. Post-graduate training (ie certificates, vendor training etc)
3. Scholarships and Awards
4. Biographical information
  - a. Jobs/positions held that relate to the profession
  - b. Academic appointments
  - c. Professional affiliations (ie memberships with professional associations)
  - d. Certifications and licensures (ie registration with professional college)
  - e. Committee representation (grouped by scope – ie local, provincial, national)
5. Scholarly activities
  - a. Research grants
  - b. Refereed (peer-reviewed) publications
  - c. Scientific presentations (ie at professional conferences/meetings)
  - d. Research supervision / teaching activities