

Creating a Curriculum Vitae

All incoming MCH students are required to submit a curriculum vitae (CV). A curriculum vitae not only tells us more about you, but provides you with a starting place from which to build your professional portfolio. During your career at Tulane University SPHTM, you will be developing many skills, delivering presentations, working on research projects, and completing at least one internship. Documenting all of these activities can aid you in your future professional and academic career.

Most of us have created a resume for entrance to graduate school or for a job application. A curriculum vita is a more comprehensive representation of your academic and professional achievements than the traditional 1-2 page resume.

Resume	CV
1 – 2 pages	Of any length
Used in job applications	Used for academic and research position and in grant applications
Tailored for position applying for	Comprehensive overview of all achievements

There are no universal rules for developing a CV. Below are a series of guidelines. The key to developing an outstanding is to be thorough in documenting your achievements and activities and to use a logical organizational scheme.

Layout

- Create a vita that is visually attractive which will grab the reader's attention. Be sure that the vita is well organized and easy to read.
- Allow sufficient margins, at least one inch on all four sides.
- Use a traditional font style (Arial, Times New Roman, etc.). Font size should range from size 12 to 10. Smaller than 10 point will appear small and are difficult to read.
- Do not staple pages together, but make sure your name and a page number appear on each page.
- Omit personal information such as age, marital status, number of children, ethnicity, etc.

Name & Address

- Your name, address (home & office), telephone number and e-mail address should be prominently displayed on first page.
- Name as header or footer
- Page numbers should be included after the first page.

Education

Include the following information for all of your graduate and undergraduate educational experiences:

- List each entry in reverse chronological order
- Name and location of degree granting institution(s) (i.e., Tulane University SPHTM, New Orleans, LA)

- Type of degree conferred including field of concentration or academic discipline (i.e., Bachelor of Science in Mechanical Engineering, Master of Science in English, Ph.D. Counseling Psychology)
- Dates which you received your degree or anticipated date of completion. When displaying dates, write out the month and year (i.e., May, 1999 or Expected August, 2006) rather than the numerical notation (8/06).
- Include the title of your dissertation or graduation project and the name of your advisor.

Awards, Honors, Grants, Fellowships and Patents

Include any of the above including merit based scholarships. If this section is sparse, you can include academic awards under education

Relevant Coursework

- Include a listing of courses specific to your current discipline including the institution at which you took the courses
- This should not be a list of every course you've ever taken

Previous Work Experience

- List each in reverse chronological order
- You can include jobs where you didn't get paid: an internship or fellowship

Research Experience

- Name and topic of research study
- Principle Investigator
- Funding Agency
- Your duties and roles

Publications

- List in reverse chronological order.
- If you have a long list, create separate categories for Publications and for Presentations
- Publications can be grouped in sections including "Books," "Refereed Articles," "Abstracts."
- "Works in Press," "Submitted Articles" or "Works in Progress" can be listed but ideally these should not be the only items in the Publications category.

Presentations

- Title of presentation
- Name of conference (if any)
- Dates
- Location
- Organization or group presented to
- You may indicate "Invited Presentations," "Posters."

Professional Licensees Registrations or Certifications

- Include Licensure, State Issued and Dates of Licensing

Professional Affiliation

- Include name of organization of which you are/were a member

- Dates of membership
- Leadership role (if any)

Professional Development

- Include any trainings attended
- Name of organization
- Date of training
- Topic of training
- Any certificate received

Conference Attendance

- Include title, location, and date of conference
- Include any presentations at conference

Community Service/Volunteer Work

- Include name of organization for which you volunteer
- Dates of involvement
- Leadership role (if any)

Other relevant experience

- This is the catchall category that allows you to include relevant experience that does not fit in any of the above categories