

9/15/11

## CURRICULUM VITAE OUTLINE

### General Information

Name

Professional Address

Present Position and Employment History (keep this short, 1 line for each entry is best.)

### Education

(keep this short, 1 line for each entry is best. Enter only degree programs. Include date degree earned, institution, degree program, and type of degree earned.)

Principal Fields of Interest (3-5 key words)

Academic and Professional Awards, Honors, and Fellowships

Contracts and Grants (title, agency, amount, dates)

(e.g., Wenner-Gren Foundation or National Science Foundation)

Publications (published, in press, or accepted only; present in bibliographic style, e.g., AAA)

Refereed Articles in Journals

Sections in Books

Monographs and Books

Articles in Non-refereed Journals

Contributions in Numbered Series

Miscellaneous Publications

Book Reviews

Technical Reports

Professional Papers

(note ones that were invited. Present in bibliographic style, e.g. AAA)

Instructional Experience

(keep this short, 1 line for each entry. Enter date, course title, course number, and number of students)

Other Scholarly Activities

Professional Service

Positions held in professional organizations (note if elected or appointed)

Journals (refereed or reviewed papers and/or books, or served in an editorial role)

Symposia or meeting organization

University Service

Committees and governing bodies -- Chaired or a member

Departmental Service

Committees and governing bodies -- Chaired or a member

Other Creative Activities (e.g., exhibits, videos)

Current Memberships in Professional Organizations

Notes:

Every discipline, every institution, and many funding agencies have their own preferred CV format, but this one is a generic version that should be generally acceptable under most circumstances within UGA.

This is a professional document describing your major accomplishments. Do not include items irrelevant to the application process such as marital status, number of children, or birth date.

For security reasons, do not include social security number or other personal information. Include only professional information.

Be prepared to revise your vitae many times, tailoring it for each submission

Check your potential employer to see if they have vitae on line and then conform to that format.

Be concise but complete.

Include only relevant and necessary information (from the perspective of the target audience) (e.g., for a university cover the three basic areas: Research, Teaching, and Service)

The document should have a clean, neat, organized appearance.

- Use a consistent style

- Do not mix fonts

- Use font # 12; never use a small font

- Use bolding to highlight each section

- Use a recognized style guide (Such as AAA style) and follow it slavishly

- Check and double check for typos

- Use standard margins

- Avoid cute borders or fancy graphs

- If it might not be compatible to a different computer platform, do not use it

- It should be kept up-to-date at all times

Be honest and do not exaggerate

- If you put it on your vitae, have a paper copy ready to produce if challenged

- In preparation manuscripts should not be listed

- In press means you have reviewed the page proofs

- Accepted for publication is used for items that are in limbo

- Be prepared to explain your role in the preparation of each manuscript

Early in your career you might include a section for manuscripts under review, but these manuscripts must be in the hands of the editor.

The order of the accomplishments may be in chronological order or reverse order by date; but be consistent. Sometimes they are numbered.

List citations in alphabetical order within each date (just as in a bibliography)  
You might highlight your name in a list of multiple authors

Put the date when last edited at the top of the page.