# Lycoming College Career Services

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## **How to Prepare Your**

# CURRICULUM VITAE

A curriculum vitae, or CV, is a detailed biographical description of one's educational and work background. It is different from a resume, not only in length but also in detail. The origin of the term curriculum vitae is Latin and means "the course of one's life or career." Therefore, a CV includes detailed information regarding one's academic coursework, professional experience, publications and research experience.

The curriculum vitae, most prominently utilized by higher education professionals, has gained popularity among undergraduates applying for admission to graduate and professional schools as well as among applicants for selected positions in research, teaching and management. Some graduate and professional programs encourage applicants to enclose a CV with their applications. As a result, the curriculum vitae is often referred to as an "academic resume."

As you prepare your curriculum vitae, it is important to use the critical thinking skills you have learned as a result of your education or training. Keep in mind that the critical thinking skills you have acquired throughout your academic training are transferable to other aspects of your life. Upon graduation, one can assume that an individual possesses analytical skills such as problem solving and decision making. Use the exercises provided in this handout to examine your life and the skills you've acquired throughout your academic career.

The process of writing a curriculum vitae can be an exhilarating experience because it generates a heightened degree of pride in your accomplishments as well as an increased awareness of your skills. Begin the process with enthusiasm and a desire to share information about yourself. View the process of preparing an effective CV as more than merely recording your educational and work background. Instead, make it an intensely satisfying experience by critically reflecting upon your life and experiences. Revisions, additions and clarifications will occur naturally as your work on this document progresses. Utilize the worksheet on the following page to explore the emotional components of writing a CV.

1. Describe your feelings as you begin this process.

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