



## CREATING AN IMPACTFUL CURRICULUM VITAE (CV)

*Ivy League Best Practices for Academic & Research Career Success*

### CV vs. RESUME: UNDERSTANDING THE DIFFERENCE

CURRICULUM VITAE (CV)	RESUME
<p><i>Latin: "Course of Life"</i></p> <ul style="list-style-type: none"><li>• Comprehensive academic record</li><li>• No page limit (2-10+ pages)</li><li>• For academic, research, medical positions</li><li>• Living document that grows with career</li><li>• Emphasizes scholarly achievements</li></ul>	<p><i>French: "To Summarize"</i></p> <ul style="list-style-type: none"><li>• Concise, tailored summary</li><li>• 1-2 pages maximum</li><li>• For industry/corporate positions</li><li>• Customized for each application</li><li>• Emphasizes relevant skills</li></ul>

### ESSENTIAL CV SECTIONS — IVY LEAGUE FRAMEWORK

#### 1. CONTACT INFORMATION

Name, address, phone, email, website

#### 2. EDUCATION

Degrees, institution, dates, dissertation

#### 3. RESEARCH EXPERIENCE

Position, institution, PI, project description

#### 4. PUBLICATIONS

Peer-reviewed articles, books, manuscripts

#### 5. PRESENTATIONS

Conferences, invited talks, posters

#### 6. TEACHING EXPERIENCE

Course name, role, institution, dates

#### 7. AWARDS & HONORS

Fellowships, grants, scholarships, prizes

#### 8. SERVICE & LEADERSHIP

Committees, reviewing, organization roles

#### 9. PROFESSIONAL MEMBERSHIPS

Scholarly associations and organizations

#### 10. REFERENCES

3-5 academic references with contact info

### FORMATTING BEST PRACTICES (Princeton Career Development)

- Use 11pt or 12pt font with one-inch margins on all sides
- Maintain stylistic consistency throughout (headings, fonts, spacing)
- Organize sections in decreasing order of importance to the position
- Use reverse chronological order (most recent first) within each section
- Begin experience descriptions with strong action verbs
- Include your name and page numbers on each page

#### DON'T

- Include SSN, gender, race, or religion
- Include marital status or photos
- Use inconsistent formatting across sections
- Use fancy fonts or graphics
- Create dense text blocks without white space

Your CV formatting should make it easy for search committees to quickly assess your qualifications.

**⚠ DO NOT INCLUDE:** SSN, gender, race, religion, marital status, or photos on a U.S. academic CV

## PROGRAM-SPECIFIC CV CONSIDERATIONS

Key Insight: Review CVs from professionals in your target field to understand discipline-specific expectations.

<b>MSN / HEALTHCARE</b> Clinical rotations, certifications, patient care hours, healthcare competencies	<b>MSW / SOCIAL WORK</b> Field placements, populations served, intervention methods, licensure progress	<b>EDUCATION / MSE</b> Student teaching, grade levels, curriculum development, educational technology
<b>MPA / CRIMINAL JUSTICE</b> Policy analysis, program evaluation, government experience, community engagement	<b>MBA / MHA</b> Leadership projects, quantitative results, case competitions, certifications	<b>ALL PROGRAMS</b> Graduate coursework, research projects, professional development, volunteer work

## AI-POWERED CV ENHANCEMENT WITH MICROSOFT COPILOT

**Core Principle:** Use AI to REFINE and STRENGTHEN—never let AI write your CV content from scratch.

### Prompt 1 — Strengthen Action Verbs:

"Review this CV description and suggest stronger action verbs appropriate for academic positions: [YOUR TEXT]"

### Prompt 2 — Position Alignment:

"Compare my CV sections to this faculty position description. What experiences should I emphasize or reorganize? [PASTE JOB DESCRIPTION]"

### Prompt 3 — Clarity Check:

"Review this research description for clarity. Would a faculty search committee understand the significance of this work? [YOUR TEXT]"

**Academic Integrity:** Always verify AI suggestions against discipline standards. Your authentic voice remains the foundation.

## 7 COMMON CV MISTAKES TO AVOID

- Using resume format (don't limit length)
- Inconsistent formatting throughout
- Wrong citation format for your field
- Too many "in preparation" manuscripts
- Missing page numbers/header
- Not tailoring to position type
- Outdated contact information

## YOUR 7-DAY CV DEVELOPMENT ACTION PLAN

- Days 1-2:** Inventory all academic experiences (research, teaching, publications, presentations)
- Day 3:** Review 3-5 sample CVs from your discipline (faculty websites, Ivy League guides)
- Days 4-5:** Draft your CV using the Ivy League framework
- Day 6:** Get feedback from your advisor or mentor
- Day 7:** Schedule Career Success Center CV review appointment via Career Launch

## IVY LEAGUE CV RESOURCES

- Harvard GSAS CV Guide: [careerservices.fas.harvard.edu](https://careerservices.fas.harvard.edu)
- Princeton CV Writing Guide: [careerdevelopment.princeton.edu](https://careerdevelopment.princeton.edu)
- Columbia GSAS Career Design Lab: [gsas.columbia.edu/career-development](https://gsas.columbia.edu/career-development)
- Yale Office of Career Strategy: [ocs.yale.edu](https://ocs.yale.edu)
- Cornell Graduate School: [gsas.columbia.edu/content/career-development](https://gsas.columbia.edu/content/career-development)

## KEY TAKEAWAY

Your CV is a living document that represents your scholarly identity. Start building it now and update it every time you achieve something new—it will serve you throughout your academic career.

**USI Career Success Center**  
Orr Center, Room 1051 | (812) 464-1865

**Schedule an Appointment**  
[usi.edu/career-success](https://usi.edu/career-success) | Career Launch