

Writing a CV

What is the Difference Between a CV and a Résumé?

In the US, curricula vitae are used to apply for faculty positions in higher education and are generally quite lengthy. Résumés are shorter documents used to apply for nonacademic posts.

Include the Following Content on Your CV

These guidelines follow University of Illinois Provost's Communication #9 on Promotion and Tenure but are tailored toward graduate students in the arts early in their academic career. Current faculty should visit the Provost's site for detailed information.

Name and Contact Information

Your name (in large type), email address, and phone number

Education

Beginning with the most recent degree, provide the name of institution; degree, field of study; and date of degree. Omit high school. For example:

EDUCATION

- 2019 DMA in Horn Performance and Literature (ABD)
Thesis: "Exploration of ..."
University of Illinois at Urbana-Champaign
- 2016 MM in Horn Performance, University of Illinois at Urbana-Champaign
- 2014 BME, Western Oregon University

Advanced FAA degrees include the following:

MS in Architectural Studies	MFA in Dance	PhD in Musicology
Master of Architecture	Master of Landscape Architecture	MA and MFA in Theatre
PhD in Architecture	PhD in Landscape Architecture	PhD in Theatre
MFA in Art and Design	Master of Music	Master of Urban Planning
MA in Art History	Master in Music Education	PhD in Regional Planning
MA and EdM in Art Education	PhD in Music Education	
PhD in Art Education	Artist Diploma in Music	
PhD in Art History	Doctor of Musical Arts	

K-12 educators may include teaching certification and performers might include yoga, pilates, and similar certifications here.

Performers may wish to add a section listing principal instructors and notable collaborators:

Principal Instructors

John Smith Alex Smith
Xiu Smith Will Smith

Master Classes

Jane Smith
Folake Smith

Workshops

Susan Smith

Soloists

Elvis Smith

Teaching Experience

In reverse chronological order, list title, employer, town, state, and date span. Include private teaching experience, avoid rubrics, and detail content taught. You may find it useful to break teaching experience up into sections (university teaching experience, workshops, master classes, etc.) For example:

UNIVERSITY TEACHING EXPERIENCE

University of Illinois at Urbana-Champaign

2016 Instructor of Record, Writing with Video: ART 250/350

2015 Instructor of Record, Intermediate Modern Technique: DAN 260

WORKSHOPS

2014 Ground Research Festival, Seattle, WA

Taught two-week advanced improvisation intensive for up to 15 students

West Coast Festival, San Francisco, CA

Co-taught three-day modern technique class with Mark Morris

Professional Appointments

Include previous and current nonacademic work, in reverse chronological order. For example:

2014–2015 Research Assistant, Department of Urban and Regional Planning, University of Illinois at Urbana-Champaign

Administered evaluation data-collection surveys and facilitated communication with participants via telephone and email. Conducted literature searches, wrote summaries, entered evaluation data, and conducted statistical analyses using Excel and SPSS.

Honors, Recognitions, and Outstanding Achievements

List fellowships, teaching awards, and honors in reverse chronological order. For example:

TEACHING AWARDS

2014–2016 List of Teachers Ranked as Excellent by Their Students

2014 Nominated for University of Illinois at Urbana-Champaign Campus

Award for Excellence in Undergraduate Teaching

FELLOWSHIPS & COMPETITIONS

2016–2017 Fellow, Center for Advanced Study, University of Illinois at Urbana-Champaign

2015 Otto Eckstein Composition Fellow, Tanglewood Music Center, Lenox, MA

2014 Winner, Renée B. Fisher Competition Composer Awards

Residencies and Grants

For academic grants, list principal investigator first, co-principal investigators, granting agency, dates of grant, and dollar amount of grant. Other award types might include travel grants and residencies. When possible, use consistent formatting for listing awards.

RESIDENCIES

2014 Teaching/Choreographic Residency, St. Paul Conservatory of Performing Artists, St. Paul, MN

2013 Sugar Salon Residency, mentored by Donna Uchizono

GRANTS

- 2011 Kate Neal Kinley Memorial Travel Fellowship. This grant supported nine months of study with Ivan Fedele in Rome, Italy. \$15,000
- 2007 PI, "Redevelopment of the Bugscope Project," Submeta Foundation, \$25,000
- 2005 Puffin Grant, \$2,500

Publications and Creative Works

This section can include exhibitions, commissions, competitions, performances (you will likely use separate categories—ensembles, selected performances, notable solos, etc.), architecture, books, articles, or conference proceedings. For your original choreography and compositions, include the length of the piece. When citing, use APA, CMOs, or MLA style, but whichever you choose, use it consistently. See owl.english.purdue.edu for detailed instructions. For example in CMOs style:

INTERVIEWS

- 2016 Grosser, Ben. "Artist Profile: Ben Grosser." Interview by Sara Baird. *The Media Arts Project*, March 17. <http://bit.ly/29kPr46>.
- 2015 Duffy, Damien. *Damien Duffy Hates Everything*. Podcast interview by Eric Benson. August 1. <http://bit.ly/292q89O>.

REVIEWS

- 2011 Vélez, Pedro. "Art School Confidential: New MFA Grads at Chicago Art Schools." *Artnet*. May 13. <http://bit.ly/nx7osB>.
- Hildwine, Jeriah. "Bringing Themselves to the Big City." *Chicago Now: Art Talk Chicago*. April 6. <http://bit.ly/qkPHnr>.

ARTICLES

- 2015 Kincaid, Jamaica. "In History." *Callaloo* 24, no. 2 (Spring 2015): 620–26.

BOOKS

- 2011 Deutsch, Randy. *BIM and Integrated Design: Strategies for Architectural Practice*. Hoboken, NJ: Wiley.

BOOK CHAPTERS

- 2006 Grosser, Ben, and Deana McDonagh. "Relevant Design: Enhancing Quality of Life through the Fusion of Art, Science, and Technology." In *IMPACT: The Synergy of Design, Business, and Technology*, edited by Deana McDonagh, pp. 50–53. Champaign, IL: Printec, 2006.

RECORDINGS

From the Chicago Manual of Style (CMoS): "include the date of the recording, the copyright date or published date included with the recording, or both. If the date cannot be determined . . . use 'n.d.'" CMoS provides a variety of formatting examples, listing the focus of the citation first. For example:

- 2014 Thomas, Augusta Read. *Dream Threads*. University of Illinois Symphony Orchestra. Recorded 2014 (pending release), compact disc.
- 2012 Flintstone, Fred. Bassoon solo performance of *Irreverent Overtones* by Matthew Hough. Recorded 2012, compact disc. Original abstractions.

CHOREOGRAPHIC WORKS

- 2016 *collage/collide*: Collaborative duet selected as part of the Current Sessions Volume IV, Issue II performance series in New York, NY.
- 2015 *The Air Here Is Familiar*: 35-minute duet incorporating an architectural structure to represent the unreliable nature of human memory. Bryant Lake Bowl Theater, Minneapolis, MN.

SELECTED COMPOSITIONS

2012 Concerto for Brass Orchestra and Percussion, 12'
Commissioner: Tanglewood Music Center
Premiere: July 2012 by the Tanglewood Music Center brass and
percussion fellows, conducted by Alexandre Bloch, Lenox, MA

SELECTED PERFORMANCES

Please see the [Performer Résumés PDF](#) for examples.

SELECTED JURIED EXHIBITIONS (OR GROUP OR SOLO EXHIBITIONS)

Exhibition title, gallery name, town, state, year (first or last)

2016 *Ten to Watch*, Figure One Gallery, Champaign, IL

SELECTED CURATING EXPERIENCE

2011 *30/30*, Address Gallery, Champaign, IL

Pink, House Gallery, Chicago, IL

2009 *Rock*, Gallery j, Chicago, IL

Invited Lectures and Invited Conference Presentations

Events should be listed in reverse chronological order. If you have a long list of presentations, subsections might include:

- Poster presentations
- Conference and workshop presentations
- Peer-reviewed conference presentations
- Invited panel presentations
- Invited artist presentations and workshops

PEER-REVIEWED CONFERENCE PRESENTATIONS

2015 "Privacy through Visibility: Disrupting NSA Surveillance with Algorithmically Generated 'Scary' Stories." International Symposium on Electronic Art, Vancouver, Canada.

Departmental Service

May include review panels, adjudication, recruitment, and departmental committees.

2016 Public Engagement Coordinator Search Committee, School of Music

2015 Teaching Liaison, Art Graduate Student Organization

Professional Memberships

College Art Association

American Institute of Architects