

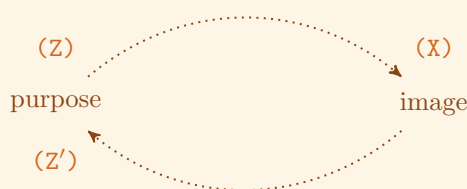
Note

CV — short for *curriculum vitae* [L], course of life — comes in a variety of sizes, forms, contents, and styles. It is a brief *auto-biography* document, composed and issued for *marketing purposes* such as career promotion or new employment.

All CVs are expected to contain *factual statements* such as duties, job titles and/ or descriptions, and optionally they may also contain *deemed accomplishments* such as quantitative or qualitative information suggesting ‘success’. For demonstration purposes, CVs may be complemented by a physical or digital portfolio.

CVs generally present information as *bulleted* or *description lists*. When paragraph text is not encouraged in a CV, it can be presented in an accompanying *cover letter* or *portfolio* (§4). Modern technology permits — or even invites for — new forms of CVs (§2).

## 1 Overview



*A CV creates a personal image for a particular purpose (e.g. job promotion), which it must satisfy*

## 2 Forms

FULL CV/ RÉSUMÉ (US) Several pages long (ca. 10–30); generally in classic print

SHORT CV Condensed version (ca. 3–5 pages)

BIOGRAPHIC NOTE Usually on a single page

ONLINE CV Webpage (personal or institutional)

SOCIAL MEDIA PROFILE Facebook™, LinkedIn™, Xing™, etc.

CALLING CARD Very concise: human-readable ID; URL (text or QR code)

## 3 Content

IDENTIFICATION Name; contact; photograph (optional; culture-sensitive)

PROFILE Personal note (optional); bulleted/ description list or paragraph text

EDUCATION Schools (place, year, degree); qualifications (e.g. certificates)

APPOINTMENTS Employment (entity, place, time, position, duties); training; volunteering

ACHIEVEMENTS Signs of professional success (e.g. books, exhibitions, awards)

REFERENCES People who can write a recommendation letter

## 4 Accompaniments

### 4.1 Cover letter

SIZE Usually one page long

CONTENT Adjusted to the purpose (e.g. job opening)

STYLE Preferably expository writing, in a personal tone

FORMATTING Similar to the CV (e.g. fonts, logos, palette)

### 4.2 Portfolio

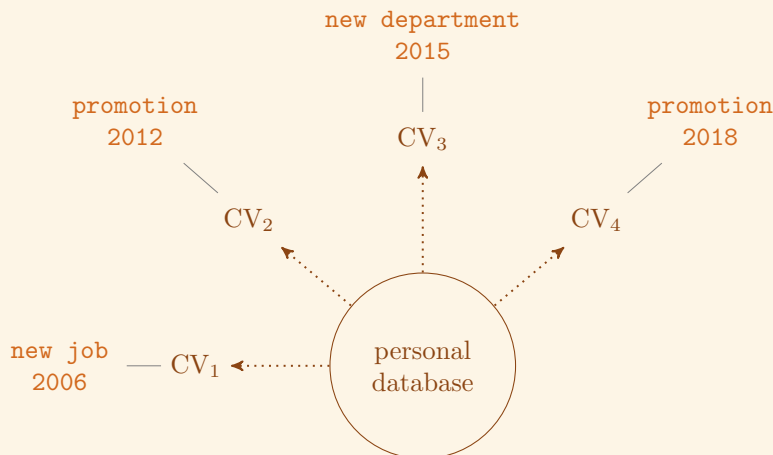
ARTISTIC Physical (e.g. maquettes) or digital (e.g. drawings, websites)

SCIENTIFIC Physical (e.g. books) or digital (e.g. data, reports, articles)

ENGINEERING Physical (e.g. prototypes) or digital (e.g. code, drawings)

## 5 Maintenance

### 5.1 Central



*Different CVs created from a single — and continuously maintained — personal database*

### 5.2 Serial



*Serially produced CVs may not safely accommodate different purposes*

## Bibliography

Perdicoulis, A. (2013b) On quality. *oestros*, **10**

Perdicoulis, A. (2013a) People know. *oestros*, **8**

Perdicoulis, A. (2012) Scientific writing. *oestros*, **5**