

YOUR CURRICULUM VITAE OR RESUME**Richard W. Franke**

When you apply for jobs, apprenticeships, or graduate school, you will need a description of yourself for the people to whom you apply. In the academic world, this is usually called a "curriculum vitae." In the corporate world, it is usually called a "résumé." If you eventually start publishing papers or books and attending academic conferences, you will need to add headings for those items to the outline below, but for most MSU students, the sample outline below should be adequate.

For the title, use only Curriculum Vitae or only Résumé at the top. [Do not use both terms.]

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Curriculum Vitae (or) Résumé Your Name
Objective
Personal Data
Education
Current Position
Previous Employment
Computer Skills
Statistical and other Special Skills
Foreign Languages
References
Personal Statement

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