

**Westminster Theological Seminary
Center for Theological Writing**

Instructions and Sample: Curriculum Vitae

According to the seminary's [Format Guidelines](#), the last element in a ThM thesis, PhD dissertation, or DMin project should be your *curriculum vitae* (CV), or the Vita page. Your CV is essentially a biographical summary of your academic or pastoral career. It is a statement of your accomplishments and background in an easy-to-read format. A well written CV should also highlight your individual achievements, group achievements, and even your future aspirations.

Include the following types of information in your CV (see the example for category titles):

- **Identifying Information**
- **Educational Qualifications**
- **Employment History**
- **Academic Accomplishments (e.g., honors, memberships, publications, presentations)**
- **Skills**
- **Personal Information (optional)**

The CV page should not be numbered. It should be named on your *Contents* page, but without a page number listed for it.

Please see our [Career Placement Handbook for Ordained Ministry](#) for more information on constructing a pastoral CV and to view a [sample](#).

CURRICULUM VITAE

Your name and contact information should appear at the top of the page.

Leave a 1½" left margin.

FIRST MIDDLE LAST
Mailing Address
Email address
Phone number
Website

List educational information first.

EDUCATION

List your education in reverse chronological order, so that the most recent item will appear first.

Ph.D. Historical Theology, 2011
Westminster Theological Seminary
Dissertation title: "....."
Advisor: Dr.

List information as of the time of graduation.

Th.M. Old Testament, 2007
Westminster Theological Seminary
Thesis title: "....."
Advisor: Dr.

Include your degree, major/specialization, date of graduation, thesis title, and advisor's name.

M. A. R. Theology, 2005
Westminster Theological Seminary

B.A. English (*cum laude*), 2001
State University of ---

"Magna cum laude," "cum laude," or "with honors," may be listed here. Other awards and honors should appear in a separate section.

AWARDS

Name of Scholarship
Westminster Theological Seminary, Year-Year

Name of Scholarship
State University of ---, Years

Dean's List
State University of ---, Years

MEMBERSHIPS

Church, P.C.A.
Evangelical Theological Society
Society of Biblical Literature

No page number should be used.

TEACHING and/or MINISTRY EXPERIENCE

Weekly Bible Teaching, Year-Year

Church Name, Denomination, City, State

Youth Leader, Year-Year

Church Name, Denomination, City, State

Lecturer in New Testament, Year-Year

Theological Seminary, City, State

PUBLICATIONS

Review of *Book Title*, *Westminster Theological Journal*

“Article Title,” *Modern Reformation* . . .

“Article Title,” www.website.org

Weekly News Letter, Church, Denomination, Location

List publications and papers in reverse chronological order.

CONFERENCE PAPERS

“Paper Title,” Conference Name, Place, Date

“Paper Title,” Conference Name, Place, Date

LANGUAGES

Greek – level of reading proficiency

Hebrew – level of reading proficiency

German – level of reading proficiency

PERSONAL INFORMATION (optional)

Married to [just the right person], [date]

Children: Names and dates of birth

Do not list references. The version of the CV in your thesis should not include a section on references.