CV WRITING GUIDE- Format & Content

A CV is a comprehensive overview of your academic achievements that, unlike a resume, is not limited to a specific page limit. It should contain information regarding your education, research experience, internship and service experience, honors, awards, extracurricular and leadership involvement, and work experience. Creating an impactful CV is the first step to getting into a graduate school or academic position.

Follow the tips below to craft a basic CV that you can build on throughout your career path.

1. Create your header

Create a consistent header that you will use on all your application documents (CV, personal statement, reference list). Put your name on the first line (capitalized, in a large font size). Below your name, list your current email address, cell number, City/State, LinkedIn address and/or web page (if pertinent). Listing a street address is optional. Choose a modern font that is easy to read and looks professional. Use this font consistently throughout all of your job search documents.

Example:

SARAH E. JONES

859-999-1234 • **sejones924@gmail.com** • LinkedIn/sarahjones924

2. Your Education

This section should include:
- Degree and major; any minors, concentrations or focus areas
- Name of the institution(s); **List your current or most recent educational experience first.**
- Graduation date (past or future) **or** dates attended, if a degree was not completed
- Listing GPA is optional (recommended, if 3.5 or above)
- Relevant coursework – as it relates to the position you are applying to
- Other pertinent info may include: **Study Abroad, Honors and Awards**

Example:

EDUCATION

Bachelor of Science in Business Administration   Graduation: May 20xx
Concentrations: Finance and Marketing | Minor: Economics | Overall GPA: 3.65
Berea College, Berea, KY | *Berea College Full-Tuition Promise Scholarship Recipient*

Relevant Coursework
Marketing, Marketing Research, Intermediate Corporate Finance, Business Management, Broadcast Journalism, Broadcast Practicum, Strategic Management

Study Abroad Experience
KY Institute of International Studies (KIIS)- "History, Religion and Health & Human Performance"
Israel and Egypt | June-July 20xx

3. Your Research Experience

Many graduate school programs place a heavy emphasis on research experience when it comes to admissions. You want to be sure to highlight your research experience in both lab settings, capstones, and publications. Research conducted as a research assistant in a lab or internship should be listed similar to a professional positions and publications or presentations should be listed as citations in the citation style appropriate for your field. If you do not have research assistant experience. You can simply list your presentations and publications in a citation list.

Example:

REASEARCH EXPERIENCE

Research Assistant   June-July 20xx
Berea College Economics & Business Department
- Ensured careful notetaking and data management when collecting data from 50 participants through Zoom interviews and Qualtrics surveys.
- Examined patterns in data using SPSS to test hypotheses posed by a team of researchers.
- Summarized findings and designed infographics to display research in an informational poster presentation.

Related Presentations and Publications

Jones, S. E. (20xx, August). *Male vs. female of company following social media marketing campaign.* Poster presented at 3XE Digital Convention, Dublin, Ireland.

Jones, S. E. (20xx, September). *Male vs. female of company following social media marketing campaign.* Poster presented at American Association for Marketing Convention, Washington, D.C.

4. Your Experience

List most recent experience first. You should include:
- Title of your position, Name of the Organization and Location (City, State)
- Dates, including month and year (no specific days needed)
- Descriptions of responsibilities beginning with a variety of action verbs (see list of action verbs)
- Do not write about your experience with "I" statements and avoid phrases such as "duties included" and "responsible for".
- Use believable, verifiable accomplishments – Action Verb & Skills = Results
- All positions and experiences should be included! Internships, volunteer community service, and more
- You may choose to divide your experience into two or more sections – to feature unique or career related experiences, like**: Teaching Experience**, **Leadership Experience** or **Volunteer Experience** - Refer to Resume/CV Headers list to consider what to feature.

WORK EXPERIENCE

Resident Advisor   August 20xx- Present
Berea College, Berea, KY
- Serve as a peer advisor and role model for students by following policies and procedures, establishing and maintaining credibility and positive relationships with floor/building residents and the college community.
- Create open lines of communication to foster a positive living/learning environment.
- Manage safety by regularly taking rounds of the build, confronting policy violations, and submitting work orders and incident reports when necessary, and serving on-duty as assigned.
- Assist with resolving student concerns and handle emergency situations, if necessary.

5. Your Activities, Leadership, and Service
Specific section headers to feature extracurricular or co-curricular experiences - Service, Leadership, Professional Skills (general overview of your transferrable skills), Activities, Organizations/Affiliations, and Honors & Awards.

Example:

LEADERSHIP INVOLVEMENT & EXPERTISE
- Student Government Organization (Senior Class Senator)   Aug 2018-Present
- Member, Kentucky Society of Certified Public Accountant   Aug 2016-Present
- Member, Berea College Entrepreneurship for the Public Good   May 2016-Present
- Microsoft Office PowerPoint 2010 Certification   Feb 2015

Career Development Resources

Career Development is here to help! From our website resources to our events to our one-on-one appointments we are here to help you every step of the way. Be sure to check Handshake and our social media regularly for upcoming events regarding job and graduate school application materials. You can also use Handshake to schedule one-on-one CV reviews.