

Checklist for an effective curriculum vitae (CV)

Formatting checklist

Adjust the margins of the document to 0.5" - 1" wide.

Avoid using a template so you can easily update and adjust as needed.

Choose a font that is easy to read and consistent throughout.

Create clearly marked headings - Education, Experience, Research, etc.

Include hyperlinks when possible - remove any color that appears when you include a link.

List your publications, presentations, and research projects using correct format and bibliographic information.

Use reverse chronological order - with the most recent experiences and education listed first.

Tailor your CV based on the application

All industries are different and will need to be updated based on the role you are applying to.

Avoid using abbreviations. Spell out acronyms and abbreviations.

Explain your experience by using bullet points to explain what you did, why it is important and what skills you gained.

Identify the key words in the job posting and incorporate those into your CV.

Select a variety of action verbs when creating your bullet points. Look for verbs in the job posting, and incorporate those into your CV.

Strategically place content on your CV - determine what content is important to include and how you can best showcase your skills.

Utilize your transferable skills - review each job posting and identify opportunities to highlight your transferable skills and career competencies as it relates to the job posting.

Possible sections to include in your CV

Your name and contact information

Your name, email address and phone number will be listed at the top of your CV.

Education

Include the name of your degree, the school you earned your degree at, dissertation title, name of advisor/ committee and date of completion/ graduation.

Professional experience

Professional experience can include work history, academic positions, internships, assistantships or practicum courses. For any experience, include:

- Your title
- The organization name
- Location of the organization (city, state)
- The dates that you worked with the organization
- Bullet points explaining your role

Research experience

Include the dates and your title. Explain the research prompt, details of your research and the results.

- Explain your role using bullet points.
- Share any methodologies you used.
- Highlight your collaboration and problem solving skills.
- Use numbers when possible.

Professional memberships

List any professional memberships or affiliations, and the dates that you held a membership.

Teaching

List the courses that you instructed in reverse chronological order.

- List the course name and number, the number of students that you instructed, and the semester that you instructed.
- Share any teaching strategies you used.
- You may include a one-line statement explaining the course.

Publications

Include articles, books, chapters, and any other publications. Use the appropriate citation style.

- Note if the publications were peer reviewed.
- Avoid listing non-academic publications.

Presentations

List poster sessions, presentations at conferences, and any other department presentations. List the title, date, and topic of the presentation.

- Avoid listing non-academic or irrelevant presentations.

Other possible sections to include:

- Certifications or professional qualifications.
- Technical skills - language skills, computer skills, lab skills, etc. Avoid listing career competencies in this section.
- Awards, distinctions, scholarships, honors credentials.