GW | School of Engineering & Applied Science
W. SCOTT AMEY CAREER SERVICES CENTER

Format, Visual Appeal, & Organization

- ☐ Set margins between 0.5 – 1.0 inch
- ☐ Choose a font that is easy to read, such as 11-12 point (e.g., Calibri, Times New Roman, Arial, Garamond)
- ☐ Consistent use of sizing, bullet points, and styles (e.g., capitals, punctuation, bold, italics, etc.)
- ☐ Check grammar or spelling errors
- ☐ Dates and locations are on the right side of the page.
- ☐ Dates are written as with month and year: 08/2020, August 2020, or Aug 2020
- ☐ Alignments and indents are neat and consistent.
- ☐ Listed items within sections are in reverse chronological order
- ☐ CV is customized to job postings, including academic accomplishment and background

Resume Sections

- ☐ Header: Name, phone number, email address, physical address (city and state), and LinkedIn
- ☐ Education: Full name of institution, location, degree field, dissertation tile, and advisor name
- ☐ Professional Services: List Manuscript reviewing, leadership, and other relevant scholastics services
- ☐ Technical Skills: Include technical skills relevant to a degree of proficiency
- ☐ Certification: Include name, ID number, Provider, and dates
- ☐ References: Include name, position, email address, and phone number if available.
- ☐ Grants and Fellowship: If received, indicate the award's name, institution, date received, and amount

Work, Research, and Teaching Experience

- ☐ Organize different types of experience with proper header Work Experience, Teaching Experience, or Research Experience
- ☐ Include the organization's name and location (city, state, or country)
- ☐ Described with bullet points (no more than five for each experience)
- ☐ Start with an action verb conveying a particular skill (e.g., developed, analyzed, led, etc.)
- ☐ Action verbs have appropriate tense (past tense for previous experiences; present tense for current roles)
- ☐ Each bullet point has details and an outcome that shows the impact, result, or accomplishment.
- ☐ DO NOT use the first person (I, Me. My, etc.)
- ☐ Research Experience: List the organization's name, followed by your department and the principal investigator's name. Include a brief description of the research, techniques, outcomes, and contribution
- ☐ Teaching Experience: List Institution, Location, department, Start/End Date, position, and course title. Include a brief action-orientated description of the task, topic areas, students, etc.

Publications

- ☐ Provide a full citation including your co-authors, date, summary, volume, page, and DOI number. For presentations, provide the title, date, and venue where you presented
- ☐ List in a consistent citation format style (APA, Chicago, MLA, etc.) in reverse chronological order
- ☐ Mention stage of progress as "In Preparation", "Submitted for Publication" or "Peer-Reviewed/In Press"

Conference Presentation/Poster

- ☐ Include name of conference, Location, and Date; differentiating it between presentation or poster
- ☐ Include the title of the presentation, the name of the event or conference, dates, and location. You might add a description using the appropriate format style (Chicago, APA, MLA, etc.)