CURRICULUM VITAE (CV) GUIDE

What is a CV?

A comprehensive and detailed document that reflects one's personal, academic, and professional qualifications, achievements, and experience that is used for academic, teaching and/or research positions, and for doctoral school applications.

Things to keep in mind:

Formatting

Be consistent with spelling/abbreviations, formatting, font, etc.

- ✔ Use as many pages as needed
- ✔ Recommended font is Times New Roman size 11–12; name should be slightly larger: 14–18
- ✔ Bold, underline, italicize and/or capitalize headings and other content to make them stand out
- ✔ Don't use "I" statements
- ✔ Current positions in present tense; past positions in past tense
- ✔ Keep your CV up to date and save multiple drafts with the date updated

Tailoring

Organize and tailor your CV to the job/position you're applying to, highlighting the most relevant experiences/components

- ✔ For undergraduates students, sections such as "Related Coursework" will be more relevant than it would be for someone who has obtained their PhD.
- ✔ Post-Baccalaureate students applying to graduate programs would want to highlight research experience and poster/paper presentations.
- ✔ Individuals looking for faculty positions would want to highlight their teaching experience as well as research and publications.

Depending on where you are in your professional career, some components of your CV will be more relevant than others. Your CV will evolve as you gain more experience.

Key Sections:

Identifying Information

Heading, centered at the top

- ✔ First & last name
- ✔ City, state, Zip Code
- ✔ Phone number, email, websites

Objectives

A statement about your professional, career, vocational and/or research objectives or interests

Education

Include thesis or dissertation abstract

Experience

List any honors, achievements and/or awards

- ✔ Research and/or laboratory experience
- ✔ Teaching experience
- ✔ Mentoring experience
- ✔ Instrumentation experience
- ✔ Work experience
- ✔ Fellowships
- ✔ Community service
- ✔ Co-curricular activities
- ✔ Athletics
- ✔ Study abroad and/or international experiences

Development

Must be relevant and up to date

- ✔ Certifications, licensures
- ✔ Workshops, seminars, in-service presentations

Skills

All hard and specialized skills, such as computer software or technology you're familiar with

Work

Professional work completed or in progress

- ✔ Publications
- ✔ Presentations

Network

Include no more than three references

- ✔ Professional associations
- ✔ Scientific societies
- ✔ References, letters of recommendation

Any additional relevant catergories

Need help drafting your CV or have any other career-related inquiries? That's exactly where we come in. Whether you're a freshman or an alumnus, it's never too early (or too late) to utilize our services. Schedule an appointment with a Career Advisor or Ambassador on Handshake or by calling the front desk at (773) 325-7431 for all career-related questions and services.