Curriculum Vita Guide

FORMATTING & VISUALITY		
	Check List	**Notes**
Font	☐ Consistent font size throughout document except for content headers and name ☐ Font is easily readable and not too unusual	
Header/Footer	☐ Name in header on every page after 1st page ☐ Page numbers in header/footer on all pages	
Section Titles	☐ Clearly and accurately labeled ☐ Consistent section formatting throughout document	
Dates	☐ Reverse chronological order ☐ Left-aligned or right-aligned but *consistent*	
Overall Appearance / General Formatting	☐ Subheadings used where appropriate so that document is easily scannable ☐ 0.8-1.0 inch margins ☐ Tailored toward specific discipline ☐ Descriptions formatted consistently either *with* bullets or *without* bullets, depending on discipline ☐ No grammar/spelling errors ☐ Avoids use of acronyms/abbreviations	

COMMON CV CONTENT SECTIONS		
	Examples of information to include	**Check List**
Contact Information	☐ Name ☐ Address of institution or business ☐ Phone number(s) ☐ Email ☐ LinkedIn	☐ Name is prominent ☐ No sensitive personal information included (home address, birth date, marital status, etc.)
Education	☐ Postgraduate work ☐ Graduate work/degree(s), major/minors, thesis/dissertation titles, honors ☐ Undergraduate degree(s), majors/minors, honors, GPA if over 3.3	☐ Reverse chronological order of degrees ☐ Dates left-aligned
Work Experience	☐ Paid work, internships, consulting, etc. ☐ Organization name and location ☐ Your title ☐ Dates position held ☐ Brief description of position	☐ Accomplishments/results described in field jargon ☐ Bullet points of descriptions either consistently used or NOT used depending on your field
Research	☐ Institution name, lab name, project name ☐ Position held, description, and dates ☐ Quantitative or qualitative results	

Publications	☐ Journal articles ☐ Conference proceedings ☐ Books ☐ Chapters in books ☐ Work submitted ☐ Work in progress	☐ Consistent format (APA, MLA, Chicago) ☐ Name bolded in author section ☐ Listed in reverse chronological order
Presentations	☐ Poster presentations ☐ Oral presentations ☐ Work submitted ☐ Work in progress	☐ Listed in reverse chronological order ☐ Includes name of conference ☐ Includes title of work presented
Honors & Awards	☐ Professional/academic honors/awards ☐ Competitive scholarships, fellowships ☐ Membership in honorary societies	☐ Listed in reverse chronological order ☐ Dates included
Academic/Research Interests	☐ Research objective/interests ☐ Future academic or professional goals	
Relevant Coursework	☐ Any current or past courses that inform career or academic objective	
Professional Development	☐ Conferences attended ☐ Workshops attended ☐ Other activities	
Grants	☐ Active, pending, and completed grants with effective dates, project title, type of grant, funding agency, etc.	☐ Listed according to status in reverse chronological order by start date
Affiliations/ Memberships	☐ Professional societies	
Academic Service	☐ Department and university groups ☐ Committees ☐ Student organizations	☐ Listed in reverse chronological order ☐ Dates, descriptions of role(s) included
Community Involvement	☐ Volunteer work ☐ Community organizations (e.g. Scout Leader)	☐ Dates listed in reverse chronological order
Teaching	☐ Courses taught/introduced ☐ Teaching evaluations	
Technical /Specialized Skills	☐ Computer programming ☐ Lab skills ☐ Language(s)	☐ Languages listed according to fluency, proficiency, or working knowledge

REFLECTION QUESTIONS
Is my CV different from my resume in format and length?
Is my CV long enough to thoroughly reflect my scholarly identity and qualifications?
Does my CV provide information about my abilities as a teacher, researcher, and/or publishing scholar (think about qualifications for grants and tenure)?
Does my CV follow a similar format to those of my peers and mentors in my field?
Could my advisor offer additional insight into how to format my CV and which content to include?

This document is available in alternate formats upon request.