



Curriculum Vitae (CV)

A curriculum vitae or CV is very similar to a resume but more comprehensive and often multiple pages. It is often used in **academia and science fields**. In addition to tailoring your CV to the specific opportunities for which you are applying, here a few general tips:

- Use 10 to 12 size font in a professional font style (except name which may be a larger font size).
- Include your name and page number on each page starting with page 2.
- Include job title, organization, location, date, and a description of the activities you performed and skills you developed in each of your experiences.
- Be positive and honest about your experience, skills, and capabilities.
- Proofread – your punctuation, grammar and syntax must be flawless.
- Start each bullet point with an action verb. Check out our [list of action verbs](#) to make sure you use meaningful and descriptive verbs.

Sections of a CV:

Contact Information

- Name, address, phone, email
- May also include website and LinkedIn profile, if applicable

Education

- List your most recent education first
- Institution, location, degree, graduation month and year, GPA
- Thesis/dissertation title and advisor

Experience

- Can be divided into several categories: Relevant Experience, Professional Experience, Teaching Experience, Volunteer Experience, Other Experience, etc.
- Include job title, organization, location, dates, description
- Description should be bulleted sentence fragments starting with a strong action verb
- Elaborate and be specific

Additional Possible Sections:

Research Interests

Publications/Abstracts

Presentations

Professional Associations/Affiliations

Awards, Fellowships, Honors, Grants

Languages (Include level or proficiency)

Courses Taken

Laboratory Skills

Technical/Computer Skills

Certifications

Community/University Service

Additional Information

References

- **Name, title, address, email address, phone number**