

CVs FOR ACADEMIA

For scholarly achievements

CORE SECTIONS & BEST PRACTICES

ABOUT

A comprehensive document detailing scholarly achievements, focusing on research, teaching, and service, rather than just work history.

MAKE YOUR CV STAND OUT

- Use reverse chronological order within each section.
- Ensure consistency in formatting (e.g., bolding, italicizing).
- Use a footer with your name and page numbers.
- Avoid jargon and keep it concise to ensure clarity.
- Do not include a personal photo, age, or marital status.
- Make your CV consistent, easy-to-read, with 12-point font and 1-inch margins.

Heading

- Name, email address, mailing address (only one), and phone number

Education

- List academic degrees, with in progress or most recently earned first.
 - Name of institution, city and state, degree type and major, month and year degree was (will be) awarded
 - Thesis title and advisor, if applicable

Relevant Experience

- List positions that show off your skills and expertise. You can group experiences into relevant categories to enhance your CV (e.g. Research, Teaching, and Administration). For each position, include:
 - Title, organization name, city and state, dates position was held
 - Bullet points that summarize your activities/duties, accomplishments, and successes. Use action verbs.

Publications

- Give bibliographic citations for articles, pamphlets, chapters in books, research reports, or any other publications that you have authored or co-authored.

Presentations (Oral and Poster)

- Give titles of professional presentations, name of conference or event, dates and location, and, if appropriate in your discipline, also include a brief description.

Honors and Awards

- Receipt of competitive scholarships, fellowships, and assistantships; names of scholastic honors; teaching or research awards.

References

- Three to five are appropriate. If you are responding to an advertisement that asks for references, include those requested on a separate addendum sheet.