

What to Include in Your CV

Not all CVs look the same. You may choose to include only some of these sections because others do not apply to your background or your industry. Include what seems appropriate for your area of specialty.

Your CV should vary in style and content based on the position and the organization you are applying to.

Contact Information: At the top of your CV, include your name and contact information (City/State (optional), phone number, email address, LinkedIn, etc.). Outside of the US, many CVs include even more personal information, such as gender, date of birth, marital status, and even the names of children. Unless you are applying to a job outside of the United States, there's no need to include that information.

Education: This may include college and graduate studies. Include the school attended, dates of study, and degree received.

Honors and Awards: Feel free to list your dean's list standings, departmental awards, scholarships, fellowships, and membership in any honors associations.

Thesis/Dissertation: Include your thesis or dissertation title. You may also include a brief sentence or two on your paper, and/or the name of your advisor.

Research Experience: List any research experience you have, including where you worked, when, and with whom. Include any publications resulting from your research.

Work Experience: List relevant work experience, including non-academic work that you feel is related. List the employer, position, and dates of employment. Include a brief list of your duties and/or accomplishments.

Teaching Experience: List any teaching positions you have held. Include the school, course name, and semester. You may also include any other relevant tutoring or group leadership experience.

Skills: List any relevant skills you have not yet mentioned so far, like language skills, computer skills, administrative skills, etc.

Publications and Presentations: List any publications you have written, co-written, or contributed to. Include all necessary bibliographic information. You should also include any pieces you are currently working on. Include papers you presented at conferences and/or associations: list the name of the paper, the conference name and location, and the date.

Professional Memberships: List any [professional associations](#) to which you belong. If you are a board member of the association, list your title.

Extracurricular Activities: Include any volunteer or service work you have done, as well as any clubs or organizations to which you have belonged. You can also include any study abroad experiences here if you have not already mentioned them.

Thinking Through Your CV

Be Sure a CV Is the Right Choice for You: Depending on the job opening and your work history, a CV may or may not be the best way to highlight your skills and experience. For example, if your experience fits on one page, a resume may be a better choice.

Review Sample Curriculum Vitae Before Writing: If you're starting your CV from scratch, review curriculum vitae samples first and use as a template to structure your writing. Be sure to personalize your CV to reflect your unique experience and qualifications.

Write a Custom Curriculum Vitae for Every Job Opening: Yes, it takes more time than simply sending a generic CV – but it's worth it. Write a custom CV highlighting the skills and work experience that make you an ideal fit for the role, and you'll improve your chances of getting the interview.