

WRITE YOUR CURRICULUM VITAE (CV)

The curriculum vitae, or CV, is a summary of one's academic history and professional qualifications. It is often submitted as part of a job, graduate school, or internship application process. CVs are similar to résumés, but they do not have page limits and often include additional categories with more in-depth information. CVs are most commonly requested for academic positions, graduate school, or funding; however, any employer may ask to see your CV.

COMPONENTS

While there is no standard formula or template for preparing a CV, certain information should be included.

Identification

- Your name, address, phone number with area code, and email (make sure it's professional) should be the first items on your CV.
- If you are at a temporary address, you can include this in addition to or in place of your permanent address, depending on your circumstances.

Education

- Using reverse chronological order, list your most recent degree first followed by all other degrees earned or training received.
- Make sure to include the name of the degree, date of graduation, and name and location of the institution.

Florida State University, Tallahassee, FL
Doctor of Philosophy in Cognitive Psychology, May 2019
Dissertation Topic: *Cognition in Children*
GPA: 3.8

University of Michigan, Ann Arbor, MI
Bachelor of Science in Psychology, April 2014
Minor: Education
GPA: 3.7

Experience

- List teaching, research, and related experience, including graduate assistantships, internships, and postdoctoral fellowships.
- Make sure to include your position title, name of the organization, the organization's location, dates, responsibilities, and accomplishments.
- Describe your experiences with short, results-oriented phrases using action verbs.



Research Assistant, Tallahassee, FL
Florida Department of Health, January 2017 - Present

- Conduct epidemiological and statistical analyses on disease risk factors/outcomes to inform policy decisions regarding prevention
- Complete multivariate and survival analysis, multilevel analysis, and mapping using statistical software

Other Optional Categories

- Academic and Professional Service
- Leadership
- Honors/Awards
- Memberships/Affiliations
- Professional Certification(s)
- Presentations/Publications
- Research Grants & Projects
- Teaching Interests
- Technical Skills

Length

- Your CV's length will vary depending on your unique experiences.
- The information contained in your CV is more important than the number of pages filled.

Layout

- Remember, you are designing your CV to capture the reader's attention. Make sure to put the most relevant information first.
- You may want to use italics, underlining, and bold features to highlight certain category headings, position titles, organizations, etc.



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