

What is a CV?

A **curriculum vitae (CV)** is a more comprehensive document that details ALL your past education, experiences, and competencies, including public presentations, academic writing and professional development. It's designed to introduce you to employers in academics, advanced research, post-secondary teaching and fine arts.

- CVs are focused on academic work with an emphasis on research and teaching
- CVs aim to provide comprehensive information
- CVs are often longer than a resume

Top 10 – Components of a CV

Note: Don't feel that you need to include something from all the categories listed below. Include information only for the ones which apply to you. If it does not apply, leave it out.

Personal contact information: This forms the header of your CV and includes your name, city and country only (not street address), phone numbers, email and LinkedIn. Use your full name and degree initials, e.g. B.Sc., M.Sc. Name should be bolded, centred or to the right or left at the top of the page.

JANE SMITH, B.Ed., M.B.A.
Corner Brook, NL Canada
709-555-4567 jane.smith@mun.ca
LinkedIn:

Summary or profile: This is a brief section near the beginning of your CV that includes four to six statements that strongly connect you to the work or educational experience you are seeking. Often you will include statements describing your specifically related competencies and accomplishments. Think of this as a summary of the key points from your cover letter.

Educational Background: Using reverse chronological order, list your credentials (degree, diploma, certificate. For each, include the name of the degree, diploma or certificate, the institution and the year of completion for each. You do not need to list GPA, standardized test information, or honors and awards (these last two will be listed in their own section). It is not necessarily to use your high school diploma from your CV.

Example:

Master of Arts (Environmental Policy) 2012– 2014
Grenfell Campus, Memorial University (Corner Brook, NL, Canada)

- Thesis Topic:
- Major:

Academic Achievements: List any honors, awards, and substantial papers (for example, your college thesis) that you have written but which have not been *formally* published. For *honors and awards*, list the year given, the name of the prize, and include a brief explanation of the

criteria used to award it. Do not assume schools will be familiar with all academic honors and awards—there are hundreds. It is your responsibility to provide them with the necessary information. For *substantial academic papers*, include the year written, the title of the work, and a brief description of the content. You may also include research funding like grants and fellowships in this section. **Grants Awarded: (this can go under a separate heading)** If you have been awarded any grants list the year granted, the dollar amount, the granting institution, and the purpose of the funds.

Research Experience / Interests: This is a description of your previous research experience, including personal research and research conducted on behalf of other individuals. List any formal research experience you have had working under a faculty member. List the institutions at which the research was conducted, the dates during which it was conducted, the topics researched, and any resulting papers or publication. You may decide to include research interests – if show, write a short, bulleted list detailing your research interests or future goals.

Example:

Research Assistant 2019-2020
Boreal Ecosystems and Agricultural Sciences
Grenfell Campus, Memorial University
Supervisor: Dr. Cheema

“Biotechnology and Food Security”

- Conducting primary and secondary source research

Teaching experience: This is a description of your teaching experience and responsibilities, including courses taught, TA and lecture experiences, curriculum development, experience running labs, and tutoring. List the course taught, the years taught, the name of your supervising professor, and the institution at which you taught. List whether you created the curriculum, whether you were the only instructor or if it was co-taught.

Example:

Teaching Assistant for Math 1090 2017-2018
Math Department, University of Calgary
Supervisor: Dr. Rob Gallant

- Planned lessons and assignments
- Led practice sessions
- Graded papers and exams

Presentations: This is a list of your professional presentation experience, including presentations at conferences, symposiums and in the community.

Publications: List any publications in which you have been published in a research capacity relevant to the field in which you are now seeking a degree. Include the date, name of the publication, name of the piece, and description of the contents.

Example:

Davis, D.A. and Green, R. “Will N. Harben,” “Etheridge Knight,” and “James Wilcox” in *Southern Writers: A Biographical Dictionary*. Louisiana State University Press, 2018

Professional Work Experience: This includes a summary of work experience that is relevant to your current goal. Check the application to determine if this section is required or if it would add value to your CV. If so, include your internships. Typically, you will want to go back as far as five years, although some schools may require a longer time period. Be sure to list the name of the employer,

location, position you held, dates of employment, and a brief description of your duties and responsibilities. Since this is not the primary concern of your CV, the description does not need to be extensive.

Focus on skills, leadership roles and, areas of particular success or achievement. Start each phrase with an action word (e.g. Conducted presentations) and pay special attention to part-time employment that relates to work goals such as graduate research, teaching, assistantships, etc.

Example:

Research Assistant 2013– 2014
Grenfell Campus, Memorial University (Corner Brook, NL)
Environmental Science

- Developed...
- Analyzed...
- Prepared...

References: Your references are three to four people who know you, generally from a work or educational setting. References most often include former or present supervisors, professors and coaches and are able to comment on your contributions, personal qualities and work ethic. References must NOT include relatives or friends. For each reference you will include the name, position title, organizational affiliation, location, phone number and email address.

Always ask permission of your references to use their information. It's a good idea to let them know about the kind of work you are applying for. Keep your references updated on your work search progress to ensure they will not be blind-sided by a call they were not expecting. It is also a good idea to provide them with a current copy of your CV. If you are providing reference letters with your CV, you should also include your list of references as employers may prefer to contact your references directly.

Optional Information

Professional memberships and affiliations: This is a list of the professional associations you are a member of or informal professional groups in which you participate. List any groups or professional societies with which you are affiliated, your date of initial affiliation, and any administrative or leadership positions held.

Professional service: This is a list of academic committees that you have belonged to, as well as your contributions to professional organizations (e.g., Graduate Student Society, graduate student representative on academic committees,)

Technical Skills / Competencies (skills, knowledge and attributes):

Technical: academic research is heavily dependent upon building databases and analyzing data, relevant experience with statistics and computer modeling and analyzing programs (EXAMPLES) should be highlighted on your CV.

Competencies are your skills, knowledge and attributes related to the work you are seeking and are best presented as bulleted statements beginning with action verbs (such as "developed", "created", and "supervised", etc.) that describe your accomplishments in clear, concrete terms. Traditionally, competencies are only minimally articulated on a CV.

Community Service, Volunteer Work, and Extra-Curricular Activities: Include community and volunteer activities that helped develop your leadership, organization, or other skills that will help you succeed in graduate school. List these activities and provide your role (e.g., “Volunteer with Western Health”, the date of your involvement, and details showing how you participated.

Relevant Skills and Languages

List other certificates and languages in which you are fluent or proficient.

Guidelines for a CV

There is no required or limited length to the CV. It typically will run between 3-10 pages. Anywhere within this range is acceptable.

All citations should be either in MLA or APA format (choose that which is either required or preferred in the application or your field of study). Make this formatting consistent throughout.

Keep margins of 1” all around the document, and keep the font to 12pt. This will make the document easy to read.

Left-align the document. The eye naturally travels down the left side of a page when reading a document of this sort—make it easy for your readers to visually scan your CV.

Marilyn Forward
