# Possible Sections to Include in Your C.V.

Heading Name, address, and phone number(s), including area code

Education Listing of academic degrees beginning with the degree in progress or most recently earned. Include: name of institution; city and state; degree type (B.A., B.S., M.A., etc.)

and area of concentration; month and year degree was (will be) received. Note: You may wish to include the title (using the format appropriate to your particular academic field) of your thesis/dissertation. If you are an undergraduate and your GPA is 3.5 or higher, include it. You may also include 'Relevant Coursework' under this heading.

Certifications List all relevant certifications and the year received.

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

Relevant Experience Listing of positions (part–time, full–time, volunteer, temporary and permanent) related to the work sought. Include: department, firm, agency, or organization; complete name; city and state; job/position title; dates; also include a brief description of your activities/duties, using strong action verbs. List these in reverse chronological order.

Other Experience Groupings of other experiences (including volunteer work and/or internships) can enhance your C.V. Your experience can also be broken into other categories such as: Teaching, Counseling, Administration, Volunteer, Community, Internship, etc. Entries within each section should be in reverse chronological order.

Grants Received Include name of grant; name of granting agency; date received, title or purpose of research project, etc.

Professional Associations Memberships in national, regional, state, and local professional organizations should be listed Also list significant appointments to positions or committees in these associations. Student memberships in professional associations are appropriate.

Publications Give bibliographic citations (using the format appropriate to your particular academic discipline) for articles, pamphlets, chapters in books, research reports, or any other publications that you have authored or co-authored. In fine arts areas, this can include descriptions of recitals and art exhibits.

Presentations Presentations should be listed in reverse chronological order. Give titles of professional presentations; name of conference or event; dates and location (if appropriate in your discipline), and also include a brief description.

Recent/Current Research Description of research projects recently conducted or in progress. Include the type of research and a brief description of the purpose.

Institutional Service List institutional committees you have served on, including offices held, student groups you have supervised, or special academic projects you’ve assisted.

Courses Taught List the names of courses you have taught, institution, and dates where taught, and brief course descriptions.

Community Involvement Relevant volunteer work, church work, community service organizations, etc.

Educational Travel Names of countries, dates, purpose (typically, only include if relevant to the position or grant for which you are applying).

Qualifications or Skills A summary of relevant strengths or skills you want to highlight. Typically, this is not included as a separate section, but addressed in other sections. Occasionally, however, it may be appropriate to list special computing or language skills.

*Personal Information Do not include marital status, age, ethnicity, race, religion, birthplace or citizenship.*