

CURRICULUM VITAE (CV) REQUIREMENTS

LAYOUT AND DESIGN

- Use a standard font and size for the body that is easy to read (10-12 point).
- Margins should be 0.5"-1" all the way around the page.
- Style and layout are consistent throughout the CV including consistent use of bullets, bold, italics, underline, hyphens, punctuation, and indentation (bullet points aligned, dates in consistent format and location, document is pleasing to the eye, easy to read, and limit "white" space).
- Don't underline and bold, bold and italicize, italicize and underline, etc. One or the other...not two or three at once.
- Use a footer with page numbers and your name in case pages get separated.

CONTACT INFORMATION

- Name (14-16 point font size), mailing address, email address and phone number displayed clearly at the top of the page.

EDUCATION

- List academic degrees in reverse chronological order (most recent degree/institution at the top).
- Degree type and major, institution, city & state, month and year degree was awarded.
- Use the official degree name (i.e., Bachelor of Science in Psychology).
- Do not include high school degrees. Only include colleges that you received a degree at (Associate, Bachelor, Master, Doctorate).

Example:

Bachelor of Science in Psychology

University of North Dakota (UND), Grand Forks, ND

May 2019

TIPS:

- A UND Career Services professional will gladly review your CV.
- No typos

HONORS AND AWARDS

- List academic and professional awards you have received (e.g., scholarships, fellowships, names of scholastic honors, teaching or research awards).

RELEVANT EXPERIENCE

- Positions should reflect skills and experience relevant to the position and/or audience. These can be divided into sections related to research, teaching, and administration.
- Title, organization name, city, and state, date position was held and duties performed included.

Example:

Engineering Intern

XYZ Corporation, Grand Forks, ND

Fall 2018

- Use action verbs that reflect duties/activities and accomplishments.
- Research: Project title, supervisor name
- Teaching: Course Name

PUBLICATIONS AND PRESENTATIONS

- List your published articles and books, as well as presentations given at conferences. If there are many of both, you might consider having one section for publications and another for presentations.
- Format according to your academic discipline. This is a good opportunity to consult with a professor.

OPTIONAL SECTIONS:

- **Grants Received:** Name of grant, name of granting agency, date received, amount received and title or purpose of research project.
- **Certifications:** List any relevant certifications you have received.
- **Professional Associations:** Include national, regional, state and local membership associations. List any significant appointments to positions or committees in these association.
- **Leadership & Service Involvement:** List the correct name of each organization and appropriate volunteer work if applicable.
- Refer to our additional resources for many, many more!