

The goal of a Curriculum Vitae (CV) is to give an outline/overview of your experience, academic background, and skills to a potential employer. CVs are also often required as part of graduate/professional school applications and are longer than a traditional resume.

CV Format and Style

Your CV needs to be clear and consistent in terms of style and tailored for the position/role. Choose a format and style that highlights your experience and strengths the best rather than forcing the relevant information into a specific template. Consider using formatting techniques like indenting, uppercase, and bolding throughout your CV to increase readability. Bullet points are helpful for details rather than long paragraphs. Avoid tables, boxes, and computer-generated templates. Choose a standard, professional font in a legible size.

What to Include in Your CV

The order and emphasis of your sections should reflect the level of priority your reader should have. Use concrete examples that demonstrate your accomplishments and the skills you have taken away from a particular experience. Be intentional with the information you are selecting to include.

Begin by creating a “master” copy that includes all of your activities, experiences, and accomplishments. This comprehensive document will help for all future applications. While your name and contact information always comes first, the other sections can and should be presented in whichever order is most relevant to the position for which you are applying.

Use active, skills-based language and avoid embellishment. Consider starting bullet points with an action verb (presented, identified, administered, built, reviewed etc.) instead of a pronoun (I, we) and pay attention to verb tenses. If you are no longer working somewhere, verbs should be in past tense.

CV Headings

Name/contact information

- Full name, telephone number, professional email address.
- Mailing address is optional. Use your judgement based on your situation.
- Website/LinkedIn URL if relevant.

Languages

- If you speak more than one language, list it and indicate your level of proficiency.

Technical skills (computer, laboratory)

- List specific software, programs, lab techniques you are familiar with.

Education

- In reverse chronological order, list all degrees and diplomas you are working on. Include the name of the school and the month and year of its' duration.

- Include specializations, majors or minors, and thesis work.
- List any relevant coursework/projects completed. Do not include course numbers or abbreviations.
- Your GPA/academic average is optional. Recommended only if required or if significant.
- Do not list high school information.

Awards and Scholarships

- List titles, reason for the award (if necessary), and dates. Monetary value does not need to be listed unless it is significant.
- Do **not** list bursaries as these are based on financial need, not academic achievement.
- As a general rule, exclude high school achievements unless extremely significant.

Publications/Presentations

- List bibliographic information for publications (title, date, additional authors, location).
- Relevant presentations listed and should include title, organization, location and date.

Experience

- List all work experiences and give brief, but detailed descriptions of your responsibilities and the skills you acquired. Make strong statements using action verbs. Job title, company/organization, location and dates are required. There are several ways to organize this information. Consider the following general headings:
 - Work experience, volunteer experience, extracurricular experience, career-related experience.
- If you notice patterns or have enough content to further separate your headings and highlight key skills, consider the following examples:
 - Marketing experience, tutoring experience, sales and customer service experience, research experience, leadership experience, administrative experience, laboratory experience.

Certifications/memberships/affiliations/additional training

- List certifications or active memberships you hold along with the dates the completion or duration date.

Interests/activities

- If including, be sure this section is organized and detailed in the same way your other sections are.