Checklist for Evaluating Your Curriculum Vitae

An academic curriculum vitae (CV) is more exhaustive than a resume (it will usually be more than one page, whereas a resume will be one-page). The CV is the preferred format for academic jobs and for applications for graduate school, academic internships and research positions. Despite the fact that it is usually more than a page, a well-written CV should present a concise, yet complete picture of an applicant.

It is important for a CV to distinguish the applicant from other applicants, although given the length and set format, this can be difficult. However, care and creativity can produce a CV that fits the context of the opportunity.

1. Read other C.V.'s and follow standard formats for your discipline

2. Tailor the content and the order of information to the program you are applying for – you should have multiple forms of your CV.

3. Use the first page to grab readers' attention and make them want to continue reading the rest. Use font and layout to do this.

4. Explain the significance of your work

5. Vary the format of each section to suit the content (e.g., the research section will not look the same as the list of your publications)

6. Highlight accomplishments that are innovative and have impact

7. Be specific regarding what you have done (e.g., methodologies you have used, purpose of research, impact of volunteer experiences or internships), but don't be long-winded methodologies employed

10. Proofread (and invite others to proofread) for consistency and grammar