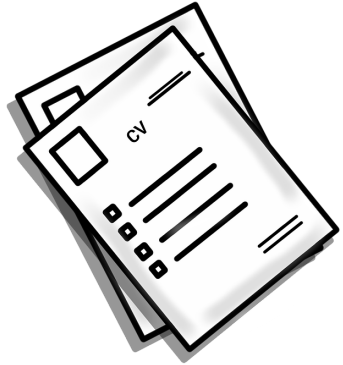
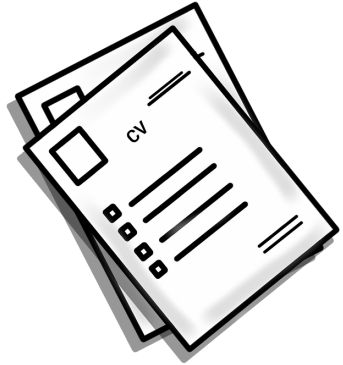


What is a CV?



CV stands for curriculum vitae

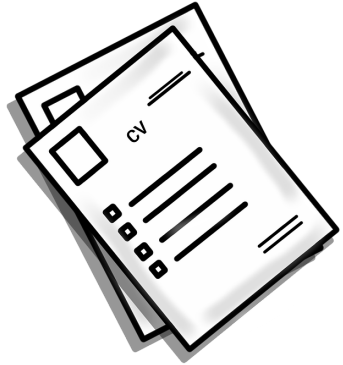
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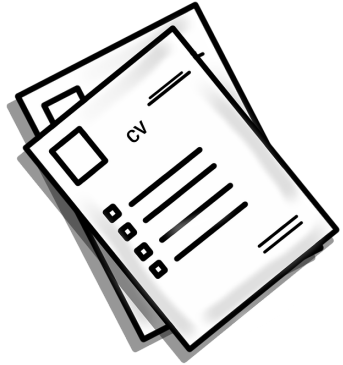


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Formatting:

- Clean and simple
- Use CAPS, **bold**, *italics*, underline for emphasis
- Organize with categories
- Use succinct phrases and action words
 - Managed, researched, conducted

How to write a CV

Example sections

Education ← Necessary section that always goes first

Research experience

Publications and Presentations

Awards, Honors, and Grants

Teaching experience

Skills and certifications

Outreach

Related work experience

Resources page provides details and examples!

Order sections by their importance to the position you're applying to

Include only relevant experiences for the position you're applying to

Typically only list activities after high school

Section titles and content are flexible

Design categories that highlight your strengths and let you list more

The following slides show example categories that you would include in your CV, along with the content they would show.

We number these categories with a suggested order

We gratefully acknowledge Cornell's Diversity Preview Weekend for sharing their resources with us for the making of this presentation.

You can find more information about their program at www.cornelldpw.org

1

Heading

Name

Email address

Optional:

- Website
- Mailing address
- Phone number

2

Education

Necessary:

- Name of institution
- Degree
- Majors and minors

If applicable:

- Honors (summa/magna/cum laude; dean's list)
- Thesis title and advisors

Optional:

- GPA

3

Research experience

- Describe the research goals of your project(s)
- Be specific about the skills you have gained
- Include the names of your advisors and labs/classes you belonged to

For each position, include:

- Title
- Organization/institution name
- City and state
- Dates position was held
- Short description

4

Publications and Presentations

- Peer reviewed publications (can list *In Prep* or *Under Review* but be transparent)
- Presentations at symposiums and conferences (both within and outside of your university)
- Senior/honors thesis projects
- Include all coauthor names, bold your name

5 Awards, Honors, and Grants

- Scholastic honors, teaching, or research awards
- Include award name and granting agency
- May include amount of money received from grants

6 Teaching experience

- Undergraduate TA-ships
- Tutoring (science, writing)

7 Skills and Certifications

- Software and coding skills
- Lab work and safety skills
- Field skills
- Language proficiency
- Relevant coursework (might be a separate section)

8 Outreach and related work experience

- Emphasize leadership and management roles

Any other sections with information you want to showcase