

CV : Sections to Include

**Note: Not all sections are appropriate for all CVs. Use discretion in deciding what categories to feature on your CV.*

Contact Information

Name, address(es), and phone number(s), email

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, and month and year degree was (will be) received. You may wish to include the title of your undergraduate/graduate thesis if applicable. If your GPA is 3.5 or higher, it is appropriate to include. 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, internship) related to the work sought. Include: department, firm, agency, or organization name; city and state; job/position title; and dates of employment. 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 CV. 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

Include memberships in national, regional, state, and local professional organizations. 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

Give titles of professional presentations, name of conference or event, dates and location, and include a brief description. Presentations should be listed in reverse chronological order.

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 which you have assisted.

Courses Taught

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

Community Involvement

Appropriate and relevant volunteer work, church work, community service organizations, etc.

Educational Travel

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

Qualifications or Skills

A summary of particular or relevant strengths or skills which you want to highlight. Typically, this is not included as a separate section, but it may be appropriate to list special computing or language skills.