**How To Write a Curriculum Vitae (CV)**

To write a curriculum vitae for graduate school, start by making a comprehensive list of all of your professional and educational accomplishments. Below your contact information, consider the following categories:

**Education:** For each college/university you attended, include its name, location, the degree you received, and the dates you were enrolled or date you graduated. If you do not already have a separate research experience section, you can add details about any research that led to your degree(s). If you have more than one school or degree, list them in reverse chronological order.

**Teaching Experience/Work Experience/Research Experience:** This could be three separate sections, or you can combine them, or leave one or more off. As on your resume, you should describe your past and current work, research, and teaching experience with strong, well-written bullet points that explain your duties and achievements.

**Conference Presentations:** Include the title of your presentation(s), at what event and where each was given, and whether it was an oral or poster presentation.

**Conference Attendance:** This includes conferences you attended but did not present, and serves to show your interest to stay up-to-date in your field.

**Honors and Awards:** Include the name of the recognition and date.

**Grants or Funding:** Include the name of the grant and the period for which it was awarded.

**Publications:** For this section list any of your publications the same way that you would cite them, regardless of what number author you were. Underline or bold your name so it stands out as part of the list of authors.

**Professional Affiliations/Memberships:** Note dates and if you held any leadership positions within these organizations.

**Community Outreach (optional):** List dates and describe what you did in the same way you would describe a past job on a resume.

**Key (or Research) Skills (optional):** If a graduate school is looking for a certain set of skills or experience, and you have them but it’s not immediately clear from the rest of your CV, a skills section can help you indicate that you have them.

**Language Skills (optional):** If you speak two or more languages or a language that may be especially useful in your field (for example, a doctor who speaks fluent Spanish in the U.S.), you might want to add a language skills section.

**References:** **Do not include** references on your CV, or use “References Available Upon Request.” However, be sure to have your reference letters and/or a list of references properly formatted, up-to-date, and ready to send a separate documents.

Not all of the sections listed above are mandatory, nor are all possible sections for a CV on the list. Some of them, like Research and Work Experience, or Honors and Grants, may work better if combined for some people.

As far as section order, you have some flexibility, but always put the most relevant and important information on page one to enable a reviewer to clearly see your qualifications before they get to page two.

**What Else Do I Need to Know About Formatting a Curriculum Vitae?**

When formatting your curriculum vitae, be meticulous. Check all your quotations and punctuation and *be consistent.* A lot of universities will have guidelines for how you should format your CV. Follow them.

A CV isn’t the place to show off your graphic design skills. While visual elements can call attention to a resume (depending on your field), a curriculum vitae should have no flashy formatting.

Bold, underlining, and caps for emphasis and ease of reading are OK, but limit their use. Italics should only be used when listing your presentations and publications. Your curriculum vitae is also not the place for humor or exciting graphic design. It’s where you show off your ability to be professional, thorough, and detail-oriented.

This article was adapted from *The Ultimate Guide to Writing a Curriculum Vitae,* by Regina Borsellino, an NYC-based editor for ***the****muse.*

\*I significantly condensed, edited, and reworded multiple paragraphs, so I believe we do not need the reference, though I have listed it above in case you wish to include it.