

CURRICULUM VITAE (CV) REQUIREMENTS CHECKLIST

LAYOUT AND DESIGN

- Use a standard font and size for the body that is easy to read (10-12 point).
- Margins should be 0.5"-1" all the way around the page.
- Style and layout are consistent throughout the CV including consistent use of bullets, bold, italics, underline, hyphens, punctuation, and indentation (bullet points aligned, dates in consistent format and location, document is pleasing to the eye, easy to read, and limit "white" space).
- Don't underline and bold, bold and italicize, italicize and underline, etc. One or the other...not two or three at once.
- Use a footer with page numbers and your name in case pages get separated.

CONTACT INFORMATION

- Name (14-16 point font size), mailing address, email address and phone number displayed clearly at the top of the page.

EDUCATION

- List academic degrees in reverse chronological order (most recent degree/institution at the top).
- Degree type and major, institution, city & state, month and year degree was awarded.
- Use the official degree name (i.e., Bachelor of Science in Psychology).
- Do not include high school degrees. Only include colleges that you received a degree at (Associate, Bachelor, Master, Doctorate).

Example:

Bachelor of Science in Psychology

University of North Dakota (UND), Grand Forks, ND

May 2019

TIPS:

- A UND Career Services professional will gladly review your CV.
- No typos

HONORS AND AWARDS

- List academic and professional awards you have received (e.g., scholarships, fellowships, names of scholastic honors, teaching or research awards).

RELEVANT EXPERIENCE

- Positions should reflect skills and experience relevant to the position and/or audience. These can be divided into sections related to research, teaching, and administration.
- Title, organization name, city, and state, date position was held and duties performed included.

Example:

Engineering Intern

XYZ Corporation, Grand Forks, ND

Fall 2018

- Use action verbs that reflect duties/activities and accomplishments.
- Research: Project title, supervisor name
- Teaching: Course Name

PUBLICATIONS AND PRESENTATIONS

- List your published articles and books, as well as presentations given at conferences. If there are many of both, you might consider having one section for publications and another for presentations.
- Format according to your academic discipline. This is a good opportunity to consult with a professor.

OPTIONAL SECTIONS:

- **Grants Received:** Name of grant, name of granting agency, date received, amount received and title or purpose of research project.
- **Certifications:** List any relevant certifications you have received.
- **Professional Associations:** Include national, regional, state and local membership associations. List any significant appointments to positions or committees in these association.
- **Leadership & Service Involvement:** List the correct name of each organization and appropriate volunteer work if applicable.
- Refer to our additional resources for many, many more!

Various Categories for a CV

Categories Appropriate for the Vita

Academic Preparation	Teaching/Research	Memberships
Academic Training	Assistantships	Affiliations
Education	Graduate Fieldwork	Professional Memberships
Educational Background	Graduate Practica	Scholarly Societies
Educational Overview	Professional Achievements	
Professional Studies	Career Achievements	Professional Certification
Degrees	Career Highlights	Certificates
Principal Teachers	Background	Licensure
		Special Training
Thesis	Publications	Endorsements
Master's Project	Scholarly Works	Credentials
Comprehensive Areas	Books	
Dissertation	Professional Paper	Teaching Interests
Dissertation Title	Articles/Monographs/Reviews	Academic Interests
	Exhibits/Exhibitions	Research Interests
Professional Competencies	Arrangements/Scores	Education Interests
Educational Highlights	Performances	Professional Interests
Course Highlights		
Proficiencies	Academic Services	Scholarships
Areas of Knowledge	Professional Service	Fellowships
Areas of Expertise	University Involvement	Academic Awards
Areas of Experience	Faculty Leadership	Special Honors
Areas of Concentration	Committee Leadership	Distinctions
	Departmental Leadership	College Distinctions
Professional Experience	Professional Associations	Honors and Distinctions
Professional Overview	Leadership and Activities	Honors and Awards
Professional Background		College Activities
Teaching Experience	Scholarly Presentation	
Teaching Overview	Conference Presentations	International Study
Experience Summary	Convention Addresses	Study Abroad
Experience Highlights	Workshop Presentations	Travel Abroad
Research Overview	Workshops and Conventions	Languages
Administrative Experience	Programs and Workshops	Language Competency
Consulting Experience	Conferences Attended	
	Conference Participation	References
Internships	Conference Leadership	
Recommendations		

Describe your experiences with Bullet Points

Need a little extra help? **Try using one of these action verbs:**

Accomplish	Demonstrate	Illustrate	Obtain	Secure
Achieve	Design	Implement	Operate	Select
Assist	Develop	Improve	Organize	Share
Co-facilitate	Display	Juggle	Oversee	Solve
Communicate	Enhance	Launch	Perform	Supervise
Conduct	Evaluate	Lead	Prepare	Support
Contribute	Examine	Maintain	Present	Train
Coordinate	Facilitate	Manage	Prioritize	Transfer
Create	Gain	Model	Produce	Utilize
Cultivate	Gather	Motivate	Reinforce	Work
Delegate	Generate	Negotiate	Revise	Write

Action Verb → Skill → Task → Result

Anita Job

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EDUCATION

- Doctor of Philosophy in Criminal Justice Studies** **Dec. 2023**
University of North Dakota (UND), Grand Forks, ND
Dissertation: A systematic assessment of the United States prison system
- Master of Arts in Forensic Psychology** **May 2018**
University of Denver, Denver (DU), Colorado
Thesis: Evaluation of capital punishment for juveniles
- Bachelor of Science in Psychology** **May 2016**
University of Denver, Denver, Colorado

TEACHING EXPERIENCE

- Graduate Teaching Assistant** **Jan. 2019 – Present**
Department of Criminal Justice, UND, Grand Forks, ND
- Demonstrate problem-solving skills when instructing undergraduate students for successful completion of coursework
 - Display verbal communication skills during lectures and presentations
 - Perform grading and tutoring to students while aiding faculty with course load

RESEARCH EXPERIENCE

- Research Assistant** **Jan. 2017 – May 2018**
Department of Forensic Sciences, DU, Denver, Colorado
- Demonstrated proficiency in *a, b, c* technologies and software while performing [x] experiment
 - Collaborated with team members to conduct [x] research project on finding [y] results
 - Wrote and composed [X] publication based on the [x] research study

TEACHING AND RESEARCH INTERESTS

Teaching: Criminal Justice Introduction, Abnormal Psychology and Experimental Psychology
Research: Juvenile Delinquents and Capital Punishment

PRESENTATIONS

- UND Graduate Showcase** **Jan. 2019**
UND, Grand Forks, ND
- A Study of Capital Punishment on Juveniles** **July 2017**
National Forum on Criminal Justice, Long Beach, California
- A Study of Psychology Interns' Plans for the Future** **Aug. 2016**
American Psychological Association, Boston, Massachusetts

PUBLICATIONS

Anderson, M., **Job, A.**, Chen, T., Rosario, C. & Jacobs, B. (20XX). Gender-based emotional stereotyping. *Journal of Counseling*, 50(3), 48-49. doi: xxxxxx.xxx.x.xx

MANUSCRIPTS UNDER PREPARATION

Job, A. (20XX). The systematic assessment of the United States prison system. Manuscript under review – *Journal of Criminal Justice Education*

Miller, J. P., Moss, J., **Job, A.**, & Garcia, J. (20XX). The influence of emotional stereotypes on blame attribution in couples. Manuscript under review - *Journal of Counseling Psychology*

INDUSTRY RELATED CONFERENCES

National Forum on Criminal Justice, Long Beach, California **July 2017**
5th National Conference on Community and Restorative Justice, Oakland, California **June 2015**

LEADERSHIP SKILLS

Vice President **Jan. 2017 – May 2018**
DU Criminal Justice Society, Denver, Colorado

- Organized fundraising efforts with notable success in exceeding targeted goal by 15% by second quarter
- Demonstrated problem solving skills when addressing challenges the organization faced during the year
- Co-facilitated weekly meetings with the President and brought members up-to-date on the agenda

PROFESSIONAL ASSOCIATIONS

Member, **Criminal Justice Association, UND, Grand Forks, ND** **Aug. 2018 – Present**
Member, **American Correctional Association (ACA), United States** **Jan. 2018 – Present**
Member, **American Society of Criminology (ASC), United States** **Dec. 2017 – Present**
Member, **DU Criminal Justice Society, Denver, Colorado** **Aug. 2016 – May 2018**

HONORS/AWARDS

UND Department of Criminal Justice Scholarship, UND, Grand Forks, ND **Jan. 2019 – Present**
Magna Cum Laude, University of Denver, Colorado **May 2016**
Dean's List Recipient, University of Denver, Colorado **Aug. 2014 - May 2016**

SKILLS

MS Office (Word, Excel, PowerPoint), Adobe

VOLUNTEER/COMMUNITY INVOLVEMENT

Volunteer, **Relay for Life, UND, Grand Forks, ND** **Jan. 2019 – Present**
Participant, **UND BIG Event, UND, Grand Forks, ND** **Apr. 2019**