

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

May 2019

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

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

Fall 2018

XYZ Corporation, Grand Forks, ND

- 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

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

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

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