

# How to write a CV

Here are seven basic steps for writing a CV:

## 1. Create a header with contact information

Your header should be at the top of the page and include your name, phone number, and email address so employers can immediately know who you are and how to reach you.

## 2. Write a professional summary

Your professional summary is a short bio that introduces you to the reader. This section sums up your best qualifications and explains your ideal career path.

## 3. Detail your education

Since a CV is often used for the academic job search process, it's important to include a section on your educational history. List your education in reverse chronological order, with your most recent degree first. Include both degrees you've earned and those you're pursuing.

## 4. Provide your work experience

Detail all your practical work experience so your prospective employer can see your career path, including:

- Full-time and part-time employment
- Internships
- Research projects
- Lab work
- Volunteer work
- Field experience

Include the title of your position, the name and location of your employer and employment dates. Below this, list two to three bullet points that explain your job duties.

## 5. List your relevant skills

List any abilities that apply to the potential job, such as foreign languages or a type of software. Try to include skills that relate to the job description to make yourself a more desirable candidate.

## 6. Include additional sections

CVs are usually longer than resumes, so you can detail all the achievements relevant to the potential role. Add sections as needed to list all of your accomplishments, including:

- Publications
- Presentation and lectures
- Community service
- Grants, fellowships or scholarships
- Awards and honors

Professional memberships  
Consulting work  
Fieldwork  
Study abroad experience  
Conferences

## **7. Describe your personal interests (optional)**

You can choose to include a brief description of your hobbies and interests. Including a few hobbies may help you form a personal connection with the hiring manager.

## **CV template**

Here is a basic template you can follow when creating your CV:[Your Name]  
[Address, phone number, email address]

### **Professional summary**

[Introduce yourself, highlight your best qualifications and explain why you're a fit for the job]

### **Education**

[Title of degree] [GPA] [Dates attended]  
[School name]  
[Title of dissertation or thesis]

### **Work experience**

[Job title] [Dates of employment]  
[Name of employer] [City and state of employer][description of your responsibilities and accomplishments]

### **Skills**

[relevant skills]

### **Personal interests**

[Short paragraph on your personal pursuits]

### **Community service**

[Position held or job performed] [Dates of service]  
[Organization] [City and state of organization][Accomplishment]

### **Publications**

[Authors with your name in bold] [Year of publication] [Title of article] [Publishing journal]

### **Awards and honors**

[Name of award] [year]