

Coghill-Behrends & Anthony

CV

Handbook

A Curriculum Vitae Owner's Manual

The best reference on the market for those with a
PhD, MFA, MD, DDS, and a whole lot of brains.

Will Coghill-Behrends & Rebecca Anthony



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Category Headings

No two CVs should look alike, but there are a number of categories that disciplines share, and a number that are unique to specialized fields. Find categories that you might have not even considered but might set you apart from the rest of the pack.

Academic Background	Comprehensive Areas	Professional Competencies
Academic Overview	Dissertation	Professional Development
Academic Preparation	Dissertation Title	Professional Interests
Academic Training	Dissertation Topic	Proficiencies
Degrees	Master's Project	Specialized Training
Education	Thesis	Scholarship
Educational Background	Academic Appointments	Technical Applications
Educational Overview	Academic Employment	Technology Integration
Formal Education	Academic Overview	Technology & New Media
Professional Studies	Clinical Appointments	
Academic Interests	Current Projects	Professional Background
Administrative Experience	Experience	Professional Experience
Areas of Concentration	Experience Highlights	Professional Overview
Areas of Expertise	Experience Summary	Professional Summary
Areas of Knowledge	Faculty Appointments	Related Experience
Areas of Special Interest	Faculty Development	
	Fellowships	Field Research
Clinical Experiences	International Experience	Research Applications
Clinical Training	Lectures	Research Appointments
Course Highlights	Major Teaching &	Research Experience
Educational Highlights	Clinical Appointments	Research Responsibilities
Graduate Fieldwork	Non-academic Appointments	
Graduate Practica	Overview of Experience	Graduate Teaching
Residency	Positions Held	Appointments
Internships	Postdoctoral Appointments	Teaching
		Teaching Experience
Academic Accomplishments	Scholarly Work	Teaching Overview
Academic Service	Research Areas	University Instruction
Administrative Experience	Research Interests	
Background	Teaching & Research Areas	Abstracts
Career Achievements	Teaching Interests	Working Papers
Career Highlights	Teaching Strengths	Works in Press
Clinical Training		Works in Progress
Consultantships	Professional Contributions	Works Submitted
Consulting Experience	Professional Service	

Professional Achievements	Departmental Leadership	Articles/Monographs
Professional Development	Major University Assignment	Papers in Preparation
Related Experience	Mentoring	Papers Presented
Research Overview	National Boards	Bibliography
	Professional Activities	Book Reviews
Reviews	Advisory Committees	Books
Scholarly Presentations	Campus Activities	Chapters
Scholarly Publications	College Leadership	Conference Participation
Scholarly Works	Committee Leadership	Programs & Workshops
Selected Presentations	Committees	Publications
Selected Publications	Conference Leadership	Publications in Progress
Service		Refereed Journal Articles
Technical Papers	Academic Awards	Workshops
University Involvement	Activities & Distinctions	
	Awards	Affiliations
Workshop Presentations	College Activities	Scholarly Societies
Arrangements	College Distinctions	Societies
Exhibits/Exhibitions	Distinctions	Memberships
Funded Projects	Fellowships	Memberships in
Grants	Honors	Scientific Societies
Grants & Contracts	Honors & Awards	Professional Memberships
Grants Held	Prizes	Professional Organizations
Group Shows	Recognition	
Patents	Scholarships	Foreign Study
Performances	Special Awards	International Projects
Public Collections	Honorary Societies	Language Competencies
Recitals		Language Studies
Research Awards	Advisory Boards	Languages
Research Grants	Consulting Experience	Study Abroad
Scores	Convention Addresses	Travel Abroad
Sponsored Research	Editorial Appointments	
Solo & Group Exhibition	Editorial Boards	Credentials
Studio Work	Institutional Service	Dossier
	Invited Addresses	ePortfolio
Certification	Invited Lectures	Letter File
Endorsements	Lectures and Colloquia	Portfolio
Licensure	Manuscripts & Research	Recommendations
Professional Certification	Multimedia Materials	Recordings
Special Training	Patents	References
	Presentations/Publications	Writing Samples

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Action Verbs

Action words are one way to keep the attention of the reader and to present information in an active voice. Represent your work with a variety of action words. Bonus! You'll be surprised how action words help you prepare for that all-important first interview. It's not uncommon for academics to sound like a broken record. Keep your use of language interesting and diversify your word choice.

Action Verbs

Abridged	Allocated	Bolstered	Compiled
Accelerated	Allowed	Boosted	Completed
Accommodated	Analyzed	Brainstormed	Complemented
Accomplished	Apportioned	Briefed	Condensed
Achieved	Appraised	Budgeted	Conducted
Acquired	Arbitrated	Built	Consented
Acted	Argued	Caused	Consolidated
Activated	Arranged	Certified	Constructed
Adapted	Assessed	Chaired	Consulted
Added	Augmented	Changed	Continued
Addressed	Authored	Collaborated	Contracted
Adjudicated	Authorized	Collected	Contributed
Administered	Balanced	Commissioned	Controlled
Advanced	Blogged	Communicated	Convinced
Coordinated	Directed	Empowered	Examined
Corrected	Discovered	Enabled	Exceeded
Correlated	Dispatched	Encouraged	Excelled
Corresponded	Displayed	Endorsed	Expanded
Counseled	Disproved	Engineered	Expedited
Created	Distributed	Enhanced	Explained
Critiqued	Earned	Enlisted	Explored
Customized	Eased	Enriched	Extended
Delegated	Edited	Ensured	Extracted
Delivered	Educated	Enumerated	Fabricated
Designated	Elected	Envisioned	Facilitated
Designed	Elevated	Established	Familiarized
Developed	Elicited	Estimated	Fashioned
Devised	Employed	Evaluated	Figured

Finalized	Graded	Improved	Investigated
Financed	Greeted	Incorporated	Involved
Focused	Grew	Increased	Issued
Forecasted	Grossed	Indexed	Joined
Foresaw	Guaranteed	Inferred	Judged
Formulated	Guided	Informed	Juggled
Forwarded	Handled	Initiated	Justified
Fostered	Heightened	Inspected	Labored
Found	Helped	Instructed	Launched
Founded	Highlighted	Integrated	Lectured
Fulfilled	Hired	Interpreted	Led
Functioned	Identified	Interviewed	Lightened
Gained	Illustrated	Introduced	Linked
Generated	Implemented	Invented	Logged
Maintained	Motivated	Participated	Prevailed
Managed	Multiplied	Performed	Probed
Marketed	Negotiated	Persuaded	Produced
Maximized	Observed	Pioneered	Profited
Mediated	Obtained	Planned	Programmed
Minimized	Officiated	Podcasted	Projected
Mobilized	Operated	Policed	Publicized
Modeled	Optimized	Polished	Purchased
Moderated	Organized	Posted	Quantified
Modernized	Originated	Prepared	Rated
Modified	Overhauled	Prescribed	Reassessed
Monitored	Oversaw	Presented	Recommended
Reconciled	Sanctioned	Supervised	Transacted
Recorded	Saved	Surveyed	Transformed
Reduced	Selected	Sustained	Translated
Refereed	Served	Synthesized	Transmitted
Refined	Settled	Systematized	Turned
Rehabilitated	Shaped	Tabulated	Tutored
Relieved	Simplified	Tailored	Umpired
Remolded	Solicited	Targeted	Uncovered
Reorganized	Solved	Taught	Updated
Reported	Sponsored	Tested	Upgraded
Rescued	Stimulated	Theorized	Validated
Restructured	Streamlined	Tightened	Verified
Returned	Strengthened	Totaled	Visualized
Revamped	Structure	Traced	Volunteered
Reviewed	Substantiated	Tracked	Widened
Revised	Summarized	Trained	Wrote