

# BUILDING AN ACADEMIC CURRICULUM VITAE (CV)

## What is an academic CV?

A complete statement of your educational background, research experiences, teaching and achievements.

## Why is an academic CV important?

It is important when applying for jobs and aims to impress future recruiters.

## TIPS ON WRITING AN ACADEMIC CV

### 1. Make it easy to read

- Bullet points can help to organize sections and looks neater

### 2. Be consistent

- Choose one format and stick to it

## WHAT TO INCLUDE IN AN ACADEMIC CV

1. Contact information
2. Education background
3. Employment history
4. Research experiences
5. Fellowships/Grants
6. Honors/Awards
7. Conferences/Talks
8. Licenses/Certifications
9. Publications/Books
10. Skills/Interests