

# CV Check Sheet

## CONTACT INFORMATION

- Full legal name or first name, middle initial and last name.
- Current address, telephone number (day and evening), e-mail address.
- Permanent address, telephone number, e-mail address (if applicable).

## CAREER OBJECTIVE (OPTIONAL)

- Should not be too vague. If you are seeking a specific position, make sure the objective is consistent with it.

## EDUCATION

- Name of each institution and location (i.e., city and state).

## EXPERIENCE

- List positions in reverse chronological order according to date.
- Include accurate position titles.
- List position responsibilities.
- Describe skills using phrases with action verbs.
- Quantify your accomplishments when applicable.
- Consider including the name and contact information for the supervisor of each position held. (Optional)

## LICENSES AND CERTIFICATES

- Consider listing licenses and certificates with dates and relevant states, if not listed in professional experience section. Do not include license numbers.

## RESEARCH EXPERIENCE

- List grants, contracts, patents, and projects in reverse chronological order with the title, sponsoring agency or corporation, funding requested, date of submission, and outcome of the submission.
- For students, list the title of the research or scholarly activity, name of the institution, names of co-investigators such as a major professor or other faculty, and the inclusive dates of the activity.
- For students, consider including a brief description of special knowledge or skills acquired with any research or scholarly activity.

### More Resources:

The Academic Job Search by Heiberger & Vick  
"So What Are You Going to Do with That?" by Basalla & Debelius  
The CV Doctor, <http://chronicle.com/jobs/tools/cvdoctor/2007/>

## TEACHING EXPERIENCE

- In reverse chronological order, list the type of teaching, such as lecturing, coordinating conference, workshop, or recitation sessions; serving as a mentor; precepting students in a practice environment; providing continuing education to practitioners; or preparing electronic course materials.
- Start with the name of the institution, followed by course number and title, date provided, and possibly the number of students involved.

## PUBLICATIONS

- List all articles, monographs, books and other publications in reverse chronological order according to the format established for the field. (*For guidelines, check style guides such as The Chicago Manual of Style or the American Medical Association Manual of Style.*)

## PRESENTATIONS

- List the title, inviting or sponsoring organization, location, and date of each presentation in reverse chronological order.

## PROFESSIONAL MEMBERSHIPS

- List the organization and inclusive dates of membership.
- List any offices held or other evidence of participation.
- If membership participation is extensive, consider a separate heading such as "Leadership Experience" to document achievements.

## REFERENCES

- Prepare a separate page and provide the name of each reference with complete contact information including address, telephone/fax numbers, and e-mail address.
- Consider a brief statement about what each reference may be able to contribute concerning your knowledge, skills, and abilities.