



Curriculum Vitae (CV) / Resume

A curriculum vitae (CV) or resume is an extensive document that presents academic and professional credentials. It should be accurate, focused (with relevant information for the position which is being sought), and concisely written (with a clean, easy to read layout and format). An effective CV will require time, effort, and a comprehensive review of your background.

CV lengths vary; typically, a master's degree candidate's CV will be one to three pages in length and a doctoral degree candidate's CV will be two to five pages in length. Focus on relevant information in the most succinct, readable format possible.

Your CV should include all of the following categories (as relevant):

- Name
- Contact information
- Education including LLM thesis/PhD dissertation information
- Areas of research interest
- Research, teaching, consulting, internship, field work, and employment experience
- Publications and professional presentations
- Grants received
- Professional associations and committee leadership positions
- Certificates/licenses
- Special training
- Awards/scholarships/fellowships received
- Foreign study and travel
- Language skills
- Technical/computer skills

Though no particular layout is recommended, see the following page for a sample CV layout.

