



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.

Last Name, First Name

Address
Phone number
Email address

Education

List all previous or current degrees or diplomas, including the field, institution, and title of thesis (if applicable)

Year Granted

Area(s) of Interest

List all major area(s) of scholarly or professional interest

Experience

List all previous research, teaching, consulting, internship, field work, and employment experience, including title and institution

Dates

Publications and Presentations

List all articles published in refereed journals; books, chapters, or monographs; any other publications; papers, lectures, or addresses; or professional activities

Dates

Memberships and Offices

List all memberships and offices held in learned and professional societies

Dates

Certificates and Licences

List all certificates and licenses held

Special Training

List all relevant special training

Dates

Grants

List all grants received

Dates

Scholarships, Fellowships, Honours, and Awards

List all scholarships, fellowships, honours, and awards received

Dates

Travel

List all travel and foreign study information

Dates

Language Skills

List all language skills

Technical Skills

List all technical and computer skills