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No matter what job you are applying for, you will most definitely need to present your professional experience, achievements, and skill set. In most cases, you can achieve that with a resume, but in some industries, a different format is required – a CV. But all that raises more question, and provides us with no answers. That’s why we are here, in this article, we are going to get the answers to the most important CV-related questions. What is a CV? Who really needs to write a CV? What is the difference between a CV and a resume? How should you format a CV? And much more. If you are a professional, you would have a better understanding of what you are expected to do with your application documents. If you want to really nail your job hunt with your CV, you should absolutely check out our CV Builder. But before that, make sure you learn all the essentials around what a CV is. What is a CV? The term Curriculum Vitae (CV) literally translates to the course of your life/ your Latin. And this pretty much sums up what it should consist of. A CV is supposed to go through your whole life, your whole work history, education, academic accomplishments, research, any publications that have your name on them, and anything else you have done in your professional life. If employers expect more candidates for a given position, they may ask for a CV summary. That is a shortened version of your CV, typically 2-3 pages long, that helps them pre-select candidates before they see your full CV. And one last thing – if you are applying for a job in Europe, you should know that there the term CV is used for what is called a resume in the USA. So feel free to just rename your resume file to “(Name) CV” and you should be good to go. Who really needs to write a CV? Most of the time, you would need to write a resume to apply for job positions. However, there are a few fields of work where a CV would be required. The most common ones are: Academia – whether you are a researcher, or a professor, you would most likely need to present your potential employer a CV. That’s because most of your qualifications depend on past research, presentations, and keeping up to date as an expert in your field. Medicine – if you are in medicine, you most definitely need a CV, even if you are in your early years in your practice, or not actively researching. Law – if your field of work is law, especially in academia, or if you are teaching law, you will also improve your chances by writing a CV. Research – you probably can already guess that, but your CV would be a great asset and should be the preferred type of application document for any kind of research, even if it outside of academia. If you are not sure whether you would need a CV or a resume for your application, don’t be afraid to ask. Hiring managers would gladly help you out, and the answer is just a phone call away. What is the difference between CV and resume? CVs and resumes have some similarities, like But what sets them apart? Apart from the uses that we’ve already talked about, their most key difference is their length. You are used to writing resumes, you might be tempted to shorten your CV, so that it would become a one-pager. However, that should not be applied to a CV. The answer of why they differ in their length, may be found right there in the name of the document type. A resume translates to “summary” and should be used to summarize your work history, skills, and anything else relevant to the position. The goal in that document format is to present yourself as a professional in just one page. On the other hand, a CV (or Curriculum Vitae) means “course of life”, and is supposed to present a detailed overview of your professional career. What should a CV include? Now is that you know that you should go into detail when writing a CV, there is one last thing you need to think about – what sections you should include. You no longer have to worry about length, so you can freely make it 2-3 pages long, or even exceed 10 pages, if you have lots of experience to show. Typically, you would want to include on your CV is: Your nameContact informationEducationSkillsExperience But apart from the basics, you should consider listing also: Takeaways: We are all done, now you know what is a CV, and how to get the best out of it. Let’s go through the most important points one last time: A CV is an application document that is most often used for academic or research jobsUnlike a resume, a CV does not have a page limit, and is typically 2-3 pages long, but you have lots of experience, you can exceed even 10 pagesCV shares the same purpose as a CV, and can include the same sections, but you should never try to cut out information to shorten it, as you would do with a resumeDon’t forget that a CV means different things in US and Europe. The European CV is similar to the format we call a resume in the US Now that you know all that, you are good and ready to start writing your own CV. For some industries and for countries outside the United States, a CV (short for the Latin curriculum vitae) is a professional document that employers request of job seekers. Depending on the circumstances, job seekers in the United States might use a CV or a resume to condense and organize a lifetime of education, training, and professional experience. However, CVs are primarily used for academic or research positions, which require more in-depth sharing of past experience and expertise than resumes. Outside of the United States, the term is sometimes used interchangeably with a resume. You can tailor both formats to specific jobs, positions, or companies that you apply to, and you can use both to help you stand out among the competition. A CV or resume can help you get the job—if done correctly. When you are preparing for your job search, it’s a good idea to know whether you’ll need to submit a CV or a resume. Many differences exist between the two, including length, format, and content.What is a CV?You can look at the definition of a CV in two ways. First, a CV may take the place of a resume, especially for jobs based outside of the United States. This type of CV is basically interchangeable with what most professionals in the United States know as a resume. It’s a one- or two-page document that includes contact information, work experience, education history, and a general summary of your goals. An academic CV, however, is very different. This document can be several pages long and serves as an exhaustive list of every educational, academic, institutional, and professional accomplishment of your career. Unlike the short resume you may already have, this type of CV provides a comprehensive review of your professional life. For many non-academic fields, your CV will typically be between two and three pages long. However, if you’re experienced in your field or you are in academia, your CV should be as long as you need it to be to showcase your experience and publications. For example, a professor with hundreds of publications will have a CV that is several pages long. Instead of focusing on length, try to focus on how to best include relevant information in a way that is professional and concise. Is a CV the same as a resume?Whether your CV is the same as your resume depends on your field. For jobs based outside the US or positions in fields other than academia or the sciences, you likely won’t see a difference between your CV and your resume. You can assume that your potential employer seeks a condensed sharing of your professional experience, education, and skills on just one or two pages. However, careers in education or science and research often require a more in-depth approach. In these cases, you’ll want to prepare a full CV. In short, we can sum up the differences between a CV and a resume in three main ways:Length: CVs are usually two to three pages, with a recommended maximum of 10 pages. Resumes should be no more than two pages.Contents: A CV should include everything in your professional and academic history, while a resume should focus on the highlights. Unless you’ve had a very long career, you can limit your experience to the last 15 years of work.Format: Job seekers structure resumes and CVs differently due to the difference in content. A CV generally puts emphasis on academic experience. When to use a CVMost human resource managers or executives overseeing the hiring process will clearly state if they prefer a CV or a resume. Always follow the directions outlined in any job opening. When the instructions are unclear, you’ll usually want to submit a full CV if you’re applying for positions in industries such as:AcademiaScienceResearchHigher educationHowever, if you are still unsure whether the employer wants a shorter resume or a longer CV, it is acceptable to ask before submitting if they’d prefer a comprehensive CV or a resume consisting of highlighted information.What to include in a CVThe information included in a full CV should be a comprehensive review of your professional career and educational training, as well as all the skills, achievements, and associations that are applicable to the position you seek.Unlike a resume that should rarely be longer than two pages, this document can be as long or as short as necessary. Consider a CV an exhaustive review with many sections.Contact informationStart crafting your CV by including your contact information. This should consist of your: Full nameMailing and/or physical addressPhone numberEmail addressSocial media profiles, if appropriateYou’ll want any potential employer to know how to connect with you easily.Academic history One reason CVs position academic experience before work experience is that careers in education, science, and research often demand that professionals engage in life-long learning. It’s important to keep up-to-date with your industry’s best practices and technological developments, and you can show the work you’ve completed in this section of the CV.Be sure to include a comprehensive listing ofAll degrees, including the degree title, graduation year, and the name of the schoolTraining opportunities, with the title of the training, name of the instructor, and date completedCoursework, whether online or in-person, with the name of the school and date completedProfessional certificationsLicense, including the license name and number, licensure agency, and the issuance and expiration datesSome professionals may have completed continuing education that is not applicable to the position they are applying for. If this is the case for you, carefully consider whether you gained additional skills that could transfer to the position. If you can’t find a strong connection, you can omit it from your CV.You are Currently on slide 1Work experience / professional historySimilar to the more common resume, CVs also have a section outlining professional experience. Using an easy-to-read format, you should include:The company or organization that employed youYour job titleLocation of companyStart and end datesA short summary of your responsibilities and achievements associated with the positionTo stand out, keep the summary as objective as possible with proven achievements. Think in terms of measurable objectives with clear statistics that show improvements, rather than vague statements based on emotion. Word it appropriately so you do not take full credit for the work of a team.Technical and workplace skillsEmployers want to make sure you’re able to complete the tasks as assigned with the right technical skills. They also want to see that you’ve gained workplace skills that will allow you to work within a team or serve effectively in a leadership position.In the skills section of your CV, be exhaustive. Technical skills include software programs, laboratory mechanisms, and protocols that are best practices in your industry. If you aren’t sure of your workplace skills, survey former associates or friends to learn your strengths. You may be an excellent team player or demonstrate leadership skills or the ability to work on multiple projects successfully, for example.AchievementsBe sure to highlight achievements earned over the course of your career. These can include:Awards and honors: List the name of the award and the organization that presented it. Include the year, the frequency of the honor, and any other information that helps you stand out.Scholarships and grants: Include the name of the grant, the amount of funding, the awarding institutions, and the date received. If applicable, include information on the project or research for which you used the grant or scholarship.Acolades: You can include less formal acknowledgments of your work in your CV under a separate section. List the circumstances in which you received these accolades, from whom, and the date of the event.Professional associationsMembership in professional organizations can show dedication to your field and serve as a powerful networking opportunity. List the associations in which you are most active first. Be sure to include:Name of the professional associationLocation or chapterTitle, if you have held a leadership roleDate of membershipPublished works and presentationsEspecially in academic and scientific fields, published work is an important way to stay relevant and engaged among your peers. Include all publications with the following full citation details:Names of all co-authorsDate of publicationName of publication, including volume, page, and DOI numberSummary of the paperPresentations are another way to demonstrate your expertise in your field. List all times you’ve spoken publicly on topics related to the position you seek by including:Title of the presentationName of the conference and its organizers, if applicableDateVenue locationReferencesFor professional and personal references that can change with time, prepare a separate sheet with the name, title, phone number, and email address of people who can speak to your technical and workplace skills.Be sure to alert your references in advance that you are applying for a job and to expect a call.How to format a CVWhen drafting a CV, keep the format flexible, presentable, and easy to follow. Other tips for formatting include:Use headings for clarity.Highlight your strengths by prioritizing what is most applicable to the position you are seeking.Within each category, elaborate as necessary to demonstrate skills and accomplishments. Use bold font or underlining to draw attention where necessary.List items within each category by chronology. Be consistent with formatting within each category.Add a footer with your name and page number in case the pages get shuffled.Tips for creating your CVOnce you determine whether you need to submit a CV or a resume, you’ll want to spend time crafting one that meets the expectations of your potential employer. Follow these tips to enhance your CV:Choose the right font.It’s important for CVs to be easy to read, and that starts with the right font. Pick a font that is sans-serif, meaning the letters lack decorative lines. These fonts are minimal and modern, allowing the eye to focus on the content rather than the design. Some appropriate fonts to use are: ArialHelveticaProxima NovaFuturaCalibriKeep the font size between 10 and 12. Any smaller and it will be challenging to read. Any bigger and the document will be longer than necessary.Leave adequate margins.Keep margins (the white space that separates the words from the edge of the page) between 0.5 and 1 inch. Larger margins create white space that will add unnecessarily to the length of the document, while smaller margins will make the wording seem crowded.Include bulleted lists and section headers.These techniques give the eye a subtle rest by organizing the words on the page. When listing your accomplishments, awards, or skills, for example, consider using bullet points for quicker reading. For each section, create a header with a slightly bigger and bold font. The more you break down your content, the more enjoyable it will be to read.Proofread.When you’ve removed all typos and have a clean CV, you show prospective employers and decision-makers your attention to detail. Before submitting your CV as part of a job application, check it for spelling, grammar, and syntax. Ask a friend, associate, or family member to do the same. An error-free document shows professionalism and the care you put into your work.Include ATS keywords.An applicant tracking system, or ATS, is a program that employers use to sort large batches of resumes by words or phrases specific to the requirements of the position. You can often find these words or phrases, known as ATS keywords,within the job listing itself. You’ll also want to include role-specific keywords, such as the exact title of the position for which you’re applying and the name of the company. Add these into a career objective section at the beginning of the CV.The job description may also include other ATS keywords that are specific to your industry. A quick Google search of your industry and “resume keywords” can often show other words worth including.Save your CV as a Word document.Save the document as a .docx file rather than a .pdf. This way, you can edit and adjust with each new job opportunity. Plus, some ATS software systems cannot read .pdf files.Enhance your CV with CourseraYour CV is an exhaustive document detailing your education, experience, certifications, and more. Your CV is a powerful tool to sell yourself to employers and land exciting new career positions. If you’re looking for credentials to enhance your CV, consider bulking up your experience with a course on Coursera. Many courses applicable to any industry are available.To strengthen your professional leadership skills for free, enroll in the University of Michigan’s online course Leading Diverse Teams & Organizations. You’ll learn to cultivate an inclusive team environment and confront biases that can inhibit your growth mindset.Prepare for your next job interview by learning the STAR technique for highlighting your accomplishments. If you have one hour to spare, you can complete the Guided Project Accomplishment STAR Techniques for Job Interviews.To earn a certificate in project management from an industry leader in technology, consider the Google Project Management Professional Certificate. Throughout this six-month-long program, you’ll practice strategic planning, risk evaluation, and quality assurance while learning the fundamentals of Agile and Scrum project management methodologies. 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This should consist of your: Full nameMailing and/or physical addressPhone numberEmail addressSocial media profiles, if appropriateYou’ll want any potential employer to know how to connect with you easily.Academic history One reason CVs position academic experience before work experience is that careers in education, science, and research often demand that professionals engage in life-long learning. 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If applicable, include information on the project or research for which you used the grant or scholarship.Acolades: You can include less formal acknowledgments of your work in your CV under a separate section. List the circumstances in which you received these accolades, from whom, and the date of the event.Professional associationsMembership in professional organizations can show dedication to your field and serve as a powerful networking opportunity. List the associations in which you are most active first. Be sure to include:Name of the professional associationLocation or chapterTitle, if you have held a leadership roleDate of membershipPublished works and presentationsEspecially in academic and scientific fields, published work is an important way to stay relevant and engaged among your peers. Include all publications with the following full citation details:Names of all co-authorsDate of publicationName of publication, including volume, page, and DOI numberSummary of the paperPresentations are another way to demonstrate your expertise in your field. List all times you’ve spoken publicly on topics related to the position you seek by including:Title of the presentationName of the conference and its organizers, if applicableDateVenue locationReferencesFor professional and personal references that can change with time, prepare a separate sheet with the name, title, phone number, and email address of people who can speak to your technical and workplace skills.Be sure to alert your references in advance that you are applying for a job and to expect a call.How to format a CVWhen drafting a CV, keep the format flexible, presentable, and easy to follow. 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The more you break down your content, the more enjoyable it will be to read.Proofread.When you’ve removed all typos and have a clean CV, you show prospective employers and decision-makers your attention to detail. Before submitting your CV as part of a job application, check it for spelling, grammar, and syntax. Ask a friend, associate, or family member to do the same. An error-free document shows professionalism and the care you put into your work.Include ATS keywords.An applicant tracking system, or ATS, is a program that employers use to sort large batches of resumes by words or phrases specific to the requirements of the position. You can often find these words or phrases, known as ATS keywords,within the job listing itself. You’ll also want to include role-specific keywords, such as the exact title of the position for which you’re applying and the name of the company. Add these into a career objective section at the beginning of the CV.The job description may also include other ATS keywords that are specific to your industry. A quick Google search of your industry and “resume keywords” can often show other words worth including.Save your CV as a Word document.Save the document as a .docx file rather than a .pdf. This way, you can edit and adjust with each new job opportunity. Plus, some ATS software systems cannot read .pdf files.Enhance your CV with CourseraYour CV is an exhaustive document detailing your education, experience, certifications, and more. Your CV is a powerful tool to sell yourself to employers and land exciting new career positions. If you’re looking for credentials to enhance your CV, consider bulking up your experience with a course on Coursera. Many courses applicable to any industry are available.To strengthen your professional leadership skills for free, enroll in the University of Michigan’s online course Leading Diverse Teams & Organizations. You’ll learn to cultivate an inclusive team environment and confront biases that can inhibit your growth mindset.Prepare for your next job interview by learning the STAR technique for highlighting your accomplishments. If you have one hour to spare, you can complete the Guided Project Accomplishment STAR Techniques for Job Interviews.To earn a certificate in project management from an industry leader in technology, consider the Google Project Management Professional Certificate. Throughout this six-month-long program, you’ll practice strategic planning, risk evaluation, and quality assurance while learning the fundamentals of Agile and Scrum project management methodologies. 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They also want to see that you’ve gained workplace skills that will allow you to work within a team or serve effectively in a leadership position.In the skills section of your CV, be exhaustive. Technical skills include software programs, laboratory mechanisms, and protocols that are best practices in your industry. If you aren’t sure of your workplace skills, survey former associates or friends to learn your strengths. You may be an excellent team player or demonstrate leadership skills or the ability to work on multiple projects successfully, for example.AchievementsBe sure to highlight achievements earned over the course of your career. These can include:Awards and honors: List the name of the award and the organization that presented it. Include the year, the frequency of the honor, and any other information that helps you stand out.Scholarships and grants: Include the name of the grant, the amount of funding, the awarding institutions, and the date received. If applicable, include information on the project or research for which you used the grant or scholarship.Acolades: You can include less formal acknowledgments of your work in your CV under a separate section. List the circumstances in which you received these accolades, from whom, and the date of the event.Professional associationsMembership in professional organizations can show dedication to your field and serve as a powerful networking opportunity. List the associations in which you are most active first. Be sure to include:Name of the professional associationLocation or chapterTitle, if you have held a leadership roleDate of membershipPublished works and presentationsEspecially in academic and scientific fields, published work is an important way to stay relevant and engaged among your peers. Include all publications with the following full citation details:Names of all co-authorsDate of publicationName of publication, including volume, page, and DOI numberSummary of the paperPresentations are another way to demonstrate your expertise in your field. List all times you’ve spoken publicly on topics related to the position you seek by including:Title of the presentationName of the conference and its organizers, if applicableDateVenue locationReferencesFor professional and personal references that can change with time, prepare a separate sheet with the name, title, phone number, and email address of people who can speak to your technical and workplace skills.Be sure to alert your references in advance that you are applying for a job and to expect a call.How to format a CVWhen drafting a CV, keep the format flexible, presentable, and easy to follow. Other tips for formatting include:Use headings for clarity.Highlight your strengths by prioritizing what is most applicable to the position you are seeking.Within each category, elaborate as necessary to demonstrate skills and accomplishments. Use bold font or underlining to draw attention where necessary.List items within each category by chronology. Be consistent with formatting within each category.Add a footer with your name and page number in case the pages get shuffled.Tips for creating your CVOnce you determine whether you need to submit a CV or a resume, you’ll want to spend time crafting one that meets the expectations of your potential employer. Follow these tips to enhance your CV:Choose the right font.It’s important for CVs to be easy to read, and that starts with the right font. Pick a font that is sans-serif, meaning the letters lack decorative lines. These fonts are minimal and modern, allowing the eye to focus on the content rather than the design. Some appropriate fonts to use are: ArialHelveticaProxima NovaFuturaCalibriKeep the font size between 10 and 12. Any smaller and it will be challenging to read. Any bigger and the document will be longer than necessary.Leave adequate margins.Keep margins (the white space that separates the words from the edge of the page) between 0.5 and 1 inch. Larger margins create white space that will add unnecessarily to the length of the document, while smaller margins will make the wording seem crowded.Include bulleted lists and section headers.These techniques give the eye a subtle rest by organizing the words on the page. When listing your accomplishments, awards, or skills, for example, consider using bullet points for quicker reading. For each section, create a header with a slightly bigger and bold font. The more you break down your content, the more enjoyable it will be to read.Proofread.When you’ve removed all typos and have a clean CV, you show prospective employers and decision-makers your attention to detail. Before submitting your CV as part of a job application, check it for spelling, grammar, and syntax. Ask a friend, associate, or family member to do the same. An error-free document shows professionalism and the care you put into your work.Include ATS keywords.An applicant tracking system, or ATS, is a program that employers use to sort large batches of resumes by words or phrases specific to the requirements of the position. You can often find these words or phrases, known as ATS keywords,within the job listing itself. You’ll also want to include role-specific keywords, such as the exact title of the position for which you’re applying and the name of the company. Add these into a career objective section at the beginning of the CV.The job description may also include other ATS keywords that are specific to your industry. A quick Google search of your industry and “resume keywords” can often show other words worth including.Save your CV as a Word document.Save the document as a .docx file rather than a .pdf. This way, you can edit and adjust with each new job opportunity. Plus, some ATS software systems cannot read .pdf files.Enhance your CV with CourseraYour CV is an exhaustive document detailing your education, experience, certifications, and more. Your CV is a powerful tool to sell yourself to employers and land exciting new career positions. If you’re looking for credentials to enhance your CV, consider bulking up your experience with a course on Coursera. Many courses applicable to any industry are available.To strengthen your professional leadership skills for free, enroll in the University of Michigan’s online course Leading Diverse Teams & Organizations. You’ll learn to cultivate an inclusive team environment and confront biases that can inhibit your growth mindset.Prepare for your next job interview by learning the STAR technique for highlighting your accomplishments. If you have one hour to spare, you can complete the Guided Project Accomplishment STAR Techniques for Job Interviews.To earn a certificate in project management from an industry leader in technology, consider the Google Project Management Professional Certificate. Throughout this six-month-long program, you’ll practice strategic planning, risk evaluation, and quality assurance while learning the fundamentals of Agile and Scrum project management methodologies. For some industries and for countries outside the United States, a CV (short for the Latin curriculum vitae) is a professional document that employers request of job seekers. Depending on the circumstances, job seekers in the United States might use a CV or a resume to condense and organize a lifetime of education, training, and professional experience. However, CVs are primarily used for academic or research positions, which require more in-depth sharing of past experience and expertise than resumes. Outside of the United States, the term is sometimes used interchangeably with a resume. You can tailor both formats to specific jobs, positions, or companies that you apply to, and you can use both to help you stand out among the competition. A CV or resume can help you get the job—if done correctly. When you are preparing for your job search, it’s a good idea to know whether you’ll need to submit a CV or a resume. Many differences exist between the two, including length, format, and content.What is a CV?You can look at the definition of a CV in two ways. First, a CV may take the place of a resume, especially for jobs based outside of the United States. This type of CV is basically interchangeable with what most professionals in the United States know as a resume. It’s a one- or two-page document that includes contact information, work experience, education history, and a general summary of your goals. An academic CV, however, is very different. This document can be several pages long and serves as an exhaustive list of every educational, academic, institutional, and professional accomplishment of your career. Unlike the short resume you may already have, this type of CV provides a comprehensive review of your professional life. For many non-academic fields, your CV will typically be between two and three pages long. However, if you’re experienced in your field or you are in academia, your CV should be as long as you need it to be to showcase your experience and publications. For example, a professor with hundreds of publications will have a CV that is several pages long. Instead of focusing on length, try to focus on how to best include relevant information in a way that is professional and concise. Is a CV the same as a resume?Whether your CV is the same as your resume depends on your field. For jobs based outside the US or positions in fields other than academia or the sciences, you likely won’t see a difference between your CV and your resume. You can assume that your potential employer seeks a condensed sharing of your professional experience, education, and skills on just one or two pages. However, careers in education or science and research often require a more in-depth approach. In these cases, you’ll want to prepare a full CV. In short, we can sum up the differences between a CV and a resume in three main ways:Length: CVs are usually two to three pages, with a recommended maximum of 10 pages. Resumes should be no more than two pages.Contents: A CV should include everything in your professional and academic history, while a resume should focus on the highlights. Unless you’ve had a very long career, you can limit your experience to the last 15 years of work.Format: Job seekers structure resumes and CVs differently due to the difference in content. A CV generally puts emphasis on academic experience. When to use a CVMost human resource managers or executives overseeing the hiring process will clearly state if they prefer a CV or a resume. Always follow the directions outlined in any job opening. When the instructions are unclear, you’ll usually want to submit a full CV if you’re applying for positions in industries such as:AcademiaScienceResearchHigher educationHowever, if you are still unsure whether the employer wants a shorter resume or a longer CV, it is acceptable to ask before submitting if they’d prefer a comprehensive CV or a resume consisting of highlighted information.What to include in a CVThe information included in a full CV should be a comprehensive review of your professional career and educational training, as well as all the skills, achievements, and associations that are applicable to the position you seek.Unlike a resume that should rarely be longer than two pages, this document can be as long or as short as necessary. Consider a CV an exhaustive review with many sections.Contact informationStart crafting your CV by including your contact information. This should consist of your: Full nameMailing and/or physical addressPhone numberEmail addressSocial media profiles, if appropriateYou’ll want any potential employer to know how to connect with you easily.Academic history One reason CVs position academic experience before work experience is that careers in education, science, and research often demand that professionals engage in life-long learning. It’s important to keep up-to-date with your industry’s best practices and technological developments, and you can show the work you’ve completed in this section of the CV.Be sure to include a comprehensive listing ofAll degrees, including the degree title, graduation year, and the name of the schoolTraining opportunities, with the title of the training, name of the instructor, and date completedCoursework, whether online or in-person, with the name of the school and date completedProfessional certificationsLicense, including the license name and number, licensure agency, and the issuance and expiration datesSome professionals may have completed continuing education that is not applicable to the position they are applying for. If this is the case for you, carefully consider whether you gained additional skills that could transfer to the position. 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If applicable, include information on the project or research for which you used the grant or scholarship.Acolades: You can include less formal acknowledgments of your work in your CV under a separate section. List the circumstances in which you received these accolades, from whom, and the date of the event.Professional associationsMembership in professional organizations can show dedication to your field and serve as a powerful networking opportunity. List the associations in which you are most active first. Be sure to include:Name of the professional associationLocation or chapterTitle, if you have held a leadership roleDate of membershipPublished works and presentationsEspecially in academic and scientific fields, published work is an important way to stay relevant and engaged among your peers. Include all publications with the following full citation details:Names of all co-authorsDate of publicationName of publication, including volume, page, and DOI numberSummary of the paperPresentations are another way to demonstrate your expertise in your field. List all times you’ve spoken publicly on topics related to the position you seek by including:Title of the presentationName of the conference and its organizers, if applicableDateVenue locationReferencesFor professional and personal references that can change with time, prepare a separate sheet with the name, title, phone number, and email address of people who can speak to your technical and workplace skills.Be sure to alert your references in advance that you are applying for a job and to expect a call.How to format a CVWhen drafting a CV, keep the format flexible, presentable, and easy to follow. 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Add these into a career objective section at the beginning of the CV.The job description may also include other ATS keywords that are specific to your industry. A quick Google search of your industry and “resume keywords” can often show other words worth including.Save your CV as a Word document.Save the document as a .docx file rather than a .pdf. This way, you can edit and adjust with each new job opportunity. Plus, some ATS software systems cannot read .pdf files.Enhance your CV with CourseraYour CV is an exhaustive document detailing your education, experience, certifications, and more. Your CV is a powerful tool to sell yourself to employers and land exciting new career positions. If you’re looking for credentials to enhance your CV, consider bulking up your experience with a course on Coursera. Many courses applicable to any industry are available.To strengthen your professional leadership skills for free, enroll in the University of Michigan’s online course Leading Diverse Teams & Organizations. You’ll learn to cultivate an inclusive team environment and confront biases that can inhibit your growth mindset.Prepare for your next job interview by learning the STAR technique for highlighting your accomplishments. If you have one hour to spare, you can complete the Guided Project Accomplishment STAR Techniques for Job Interviews.To earn a certificate in project management from an industry leader in technology, consider the Google Project Management Professional Certificate. Throughout this six-month-long program, you’ll practice strategic planning, risk evaluation, and quality assurance while learning the fundamentals of Agile and Scrum project management methodologies. 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