

Curriculum Vitae (CV) Guidelines

Writing an Effective CV

INTRODUCTION

Your CV is essentially a marketing tool used to introduce yourself university Admissions Offices, to communicate your qualifications, to establish your professional image and to pique the interest of the university Admissions Office in your candidacy. It is important to choose a format for your CV that will highlight your strengths, achievements and experiences. ⁱ

FORMAT

- ✓ Send us your CV in a Word document (**.doc or .docx**).
- ✓ Write your CV in clear, concise language.
- ✓ Limit the length (for LASPAU's purposes) to 2-3 pages or, at most, 4 pages long.
- ✓ Begin your CV with your name and nationality.
- ✓ All information should be **in reverse chronological order** in each category (for example you start listing the activities of year 2010 and finish with the 1990s).
- ✓ Sentence fragments with action verbs (see link below) are recommended rather than complete sentences.
- ✓ Avoid using pronouns.

SECTIONS TO INCLUDE IN YOUR CV:

EDUCATION

- Names (in original language) and locations of the institutions which you have attended.
- Dates of attendance (month and year).
- Field of study.
- Name of diploma received (if any), and the date received (month and year).
- Also include any short courses, seminars, or conferences (in original language) that you may have attended.
- Please omit your secondary school information.

PROFESSIONAL EXPERIENCE

- Name and location of your employer.
- Dates of employment (month and year).
- Position held, with a brief explanation of your responsibilities.
- Include both full- and part-time employment, as well as teaching experience.

RESEARCH EXPERIENCE

- Briefly list or describe any research experiences not mentioned under another category.

PUBLICATIONS:

- The title and date of the publication should be in English. The publisher and/or journal name should be in the original language.

RECOGNITIONS/HONORS

- List honors, prizes, scholarships, awards, or other distinctions that you have received, and the date (Month, Year) received.

SKILLS

- List other skills not mentioned previously that are relevant to your field of study (for example, knowledge of foreign languages, computer programming and languages, etc.).

PROFESSIONAL AFFILIATIONS/COMMUNITY ORGANIZATIONS/VOLUNTEER ACTIVITIES:

- Indicate leadership positions, if applicable, and dates of membership (month/year).

SOME ADDITIONAL SUB-CATEGORIES TO CONSIDER INCLUDING:

- Teaching Interests
- Research Interests
- Presentations
- Administrative Experience
- Leadership
- Cross-cultural Experience
- References (may be included but often listed on a separate page)

DO NOT INCLUDE:

- Your personal addresses, since all university correspondence should be sent directly to LASPAU
- Information about your secondary education (high school name, graduation date, etc)
- Your birth date
- Your marital status
- A photo of yourself

Please refer to the Harvard University Graduate School of Arts and Sciences', "Graduate Student Information: CVs and Cover Letters," (http://www.ocs.fas.harvard.edu/students/gsas/gsas_CVs2007.pdf) for further guidance and a list of action verbs to use in your CV.

ⁱ Adapted from the Harvard University Graduate School of Arts and Sciences', Graduate Student Information: CVs and Cover Letters (2007), http://www.ocs.fas.harvard.edu/students/gsas/gsas_CVs2007.pdf.