CV Workshop  
UA Writing Center/October 2022

**ADVICE ON CV WRITING** [Handout to accompany slideshow and sample CV].

**GENERAL NOTES**

* Sections/Major Categories should be arranged in the order of importance.
* Within each category, entries should be arranged in reverse chronological order, with newest items on top.
* The sample CV (see handout) is abbreviated; you can add more detail under work experiences, with **action verb phrases** (as with a resume) to describe accomplishments. Paragraph/block format uses less space than bullet points.
* Likewise, you can add a few sentences describing the content of courses taught, especially if it’s not clear from the titles.
* It’s not necessary to include summer jobs or student jobs (restaurants, retail, etc.) but if you don’t have any relevant experience yet, you can keep those items for now.
* As with a resume, every item on your CV should be clear to an outside reader; spell out acronyms and add descriptive phrases for things that aren’t immediately obvious. See example below:

**Al’s Pals Volunteer, Tuscaloosa, Alabama, Fall 2022 |** Mentor K-8 students through after-school program that offers social support and academic tutoring.

* Format—don’t use the space bar to indent or create columns on a resume or CV. It will be a problem each time you go to make changes, and people who receive the .doc version will see that you have poor word processing skills. Use tabs/specialized margins, columns or tables without borders (to keep rows and columns aligned).

**Notes for New Grad Students**

* Before you begin the CV, take inventory of **everything** you’ve done in your various university programs or professional roles (e.g., service-learning, collaboration with professors, summer research programs, professional development seminars and trainings, on-campus exhibitions, lab work or field work). Informal opportunities like mentoring, meeting with prospective students, or assisting with a professor’s research can be worthwhile CV entries.
* Don’t have a lot on your CV yet? That’s normal! Beginning the CV helps you take stock of what you have done so far and set goals for the coming semesters.

**NOTES FOR JOB SEEKERS**

* Some job seekers create a separate category for work experience that is impressive, but not relevant to your current studies (as with a mid-life career change); if this applies to you, you can create a section, “Additional Work Experience,” toward the end of the CV.
* As your CV grows, you can divide long sections using separate sections or subheadings—for instance, into “local/regional presentations” versus “national/international presentations”, or “book reviews” versus “article publications.”

*Publications*

* Publications should be clearly labelled—(a professional blog post is not the same as a 20-page article!) Each one should be marked so the reader can identify and find it. You can include page numbers or page counts, use separate headings, or give more detail in brackets like so [book review] or [lead author].
* Work-in-progress is not impressive unless it’s a major project almost done (like a book manuscript under review)
* It’s fine to list forthcoming work.
* If you don’t have many publications, you can list work that’s submitted and under review; otherwise, leave it off.
* Possible section. headers for non-article publications: “In-house Publications” “Trade Publications,” “Reviews and Short Publications,” “Other Publications.”
* Or you can do “Peer-Reviewed Publications” and “Other Publications.”

*Other*

* Have people in your field (more than one) review your CV
* Consider paying someone to proofread or trading CVs with a fellow job seeker to help each other with this. As the CV’s get longer (4 pp ++), it’s easy for copy-editing errors to creep in.