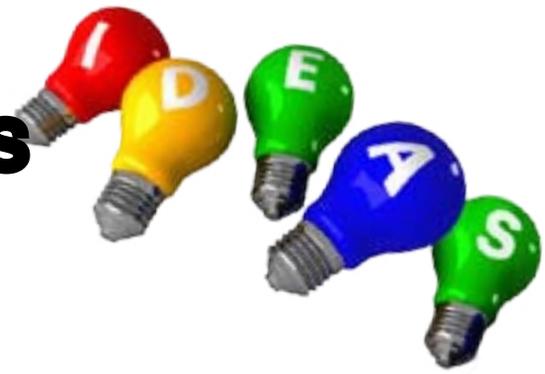


10 CONSIDERATIONS FOR YOUR CV



1. **Overall design.** Create an attractive header for your name and relevant contact information (e.g., phone, email, website, social media); be strategic about whether or not to include street / mailing address – your other contact information is more portable and may not align you with a specific location. Ensure that your name and page numbers are on subsequent pages of your document. Ensure consistency and a personal “brand” by formatting headings and subheadings to complement your letterhead.
2. **Profile and interests.** Consider beginning your CV with a brief summary/profile of experience, projects, or other relevant qualifications. This section could conclude with a bulleted list or short paragraph describing your research and/or professional interests.
3. **Education, training, professional development, certifications, and licenses.** Include all relevant education, in reverse chronological order, citing the degree, diploma, certification, or license granted, as well as the date it was awarded (or is anticipated) and by whom (i.e., institution/organization name and location). Include the title of your thesis/dissertation, if relevant, and areas of specialization relevant to the opportunities you are applying for.
4. **Employment and experience.** In reverse chronological order, list professionally relevant work and experience (within industry, organizations, and/or academic institutions); include volunteer experiences, co-op terms, practica, and /or internships, as well as when you’ve served as a research or teaching assistant. Also list courses you’ve taught and experience supervising graduate students, using subheadings to effectively organize this section. Aside from position title, indicate dates of employment/service/course, organization’s name and location; if relevant, consider adding a brief summary of your duties/accomplishments.
5. **Awards, honours, scholarships, and fellowships.** List all recognitions and honours, including title, date received, and the name of granting agency/institution; spell out acronyms or abbreviations on first use to ensure clarity.
6. **Projects, grants, and contracts.** List projects, grants, or contracts that you have managed or made significant contributions to; describe what you did, when you did it, and who supported it. If your project resulted in a patent, identify the country and year it was issued.
7. **Memberships, professional affiliations, and professional service.** List current and past affiliations and service roles, including start and end dates. Include any significant appointments or positions held (e.g., serving on the executive board, chairing a special committee).
8. **Workshops, seminars, and presentations.** Keep a running list of your conference presentations, workshops, seminars, and webinars, identifying the presentation title, date, and audience/organization. For reoccurring presentations, anchor a start and end date rather than including multiple entries.
9. **Publications.** List your published books, book chapters, book reviews, peer-reviewed journal articles, professional journal articles, trade magazine articles, or other relevant publications, including those you’ve co-authored. Use a consistent citation style, clustering similar publication types together.
10. **Constantly update.** Keep your CV current by setting yourself regular task reminders to update. Review hyperlinks to ensure they are active and touch base with any references you’ve listed to ensure they are still willing and able to confirm your expertise.