

# CV Content Headings

Like the resume, your CV needs to be concise, be logically organized and have clear headings so that information can be easily accessed by a potential employer. Depending on your experience, there are a variety of headings that may be applicable. Consider the following areas of content, choose conceptual and/or descriptive headings that make sense given your experience:

**Education** - *Including degrees, specialization, post-graduate and post-doctoral studies, theses and dissertations (completed or in progress). You may list dissertation separately for emphasis if the topic would be of particular interest to an employer/academic institution.*

**Professional Background** - *Including teaching interests and experience, research interests and experience, job titles and employers.*

**Teaching Experience** - *Include information regarding teaching dossier, work history in academia, internships, practicums and field experience.*

**Professional Practice** - *Include program or curriculum evaluation, development of curricula, textbooks, course guides, manuscript and journal reviews, and reviews of research proposals for funding and editorships of journals.*

## **Consulting Work**

**Departmental and University Committees** - *Include involvement in committees and associate memberships.*

**Theses Supervised/Students Supervised** (*i.e. Ph.D or Ph.D Candidate, M.Sc. or M.Sc. Candidate*)

## **Volunteer Experience**

**Research Interests, Projects, Grants & Awards** - *List with amounts received and include current funding projects.*

**Inventions** - *Patents granted and pending.*

**Publications** - *Research reports, chapters in books, books (written, edited or reviewed), review articles, papers in refereed (and non-refereed) journals, periodicals (accepted and published), technical reports relevant to field, proposals pending and manuscripts in review.*

**Posters, Presentations, Conferences and Seminars** - *Invited lectures, conference presentations, invited papers in published conference proceedings.*

## **Academic Awards, Honours, Fellowships, Distinctions, Prizes and Achievements**

**Professional Designations** - *Committee involvement and affiliations*

**Artistic Exhibitions and Performances** *(for Studio Art majors)*

**Languages** – *Include level of fluency.*

Let the above be a guideline for you in writing your CV, in academia, many universities require their faculty to follow a standardized CV format. In such cases, follow the guidelines of your institution. The length of your CV will correspond to your experience, recent Ph.D. recipients will likely have a CV 3-4 pages in length.

When you are writing a CV, use the same care selecting, organizing and wording your CV as you would with your resume. Seek feedback from peers in your program, your professors and have a CV critique by an advisor in CECS. Contact us at [recruit@uoguelph.ca](mailto:recruit@uoguelph.ca) or call x. 52323 to book an appointment.