



## Curriculum Vitae Format

Your Curriculum Vitae is the first thing a potential employer will see about you. It needs to look professional, be concise and easy to read. Always have someone else proofread your CV. We recommend white paper with a simple font. Be sure there are no time gaps. Here is some critical information that should be included.

### Recommended Curriculum Vitae Format

#### Name

Home Address:

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Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Current Position: \_\_\_\_\_

Postgraduate Training: \_\_\_\_\_

Education: \_\_\_\_\_  
(List universities, training and employment dates in descending order, most recent first)

Certification and Licensure: \_\_\_\_\_

Professional or Teaching Appointments: \_\_\_\_\_

Professional Society Memberships: \_\_\_\_\_

Awards and Honors: \_\_\_\_\_

Bibliography: \_\_\_\_\_  
(Presentations / Publications / Abstracts. List in descending order, most recent first. List works in progress.)

Professional References: \_\_\_\_\_  
(List three or four names, addresses and telephone numbers. Consider listing your Program Director, Department Chair and a Colleague.)