

McNair Scholars Program Central Michigan University

SRI HANDOUT DEVELOPING YOUR CURRICULUM VITAE

Consider these categories:

Name/contact information
Education
Relevant coursework
Research interests
Research experience
Presentations
Professional experience
Volunteer/community service/leadership
Skills
Honors/awards/activities
Affiliations

Tips for content:

- Don't use first person
- Emphasize your degree and then the institution
- Simply list 2-3 research interests; you don't need to have headings for each
- Only list your GPA if it's something you want to emphasize
- Highlight a handful of "most relevant" courses; don't include everything because they will have your transcript; you don't want this to take up most of your first page because emphasizing your research is much more important
- Including professional experience (especially if it's related to your research/career goals) does contribute to the picture of "who you are" as an individual and can offer insight into significant personal qualities such as leadership, responsibility, etc.
- Be clear and use action verbs to describe what you've done; list things that are most significant first (creating programs vs. answering phones) and that will speak to your strengths
- think "creatively" about your experiences!

Tips for formatting:

- Consistency, consistency, consistency!
- Make sure it's easy to read – titles, dates, descriptions should be easily apparent (try to use a "pleasing" combination of bolding, italicization, bullets, etc.)
- Most critical – do the "hold it out at arms length test" and determine whether it is easy to read to your eye; even if you are going with a very simple format, be sure that it is consistent, straightforward and easy to follow from item to item; you don't want your eye to get lost in a "sea of words"
- Most recent always goes first
- Graduate school is research-oriented, so put your research first, followed by work experience, relevant skills, etc.
- List your research papers just like you would in a reference/works cited section of a paper, followed by a brief description.
- Get an alias for your email address (i.e. sam.jones@cmich.edu)
 - Go to: <https://myaccount.cmich.edu/scripts/landing.asp>
- Don't allow an item/entry to be split between two pages