

C-Hub Academic Job Market Series



CV Checklist

*Note: This is not meant to be comprehensive, nor is it meant to exclude regional and disciplinary variations, but rather to stimulate awareness of important elements in a CV.

General format

Are style and layout consistent throughout the CV including use of bullets, bold, italics, underline, hyphens, punctuation, and indentation (bullet points aligned, dates in consistent format and location, document is pleasing to the eye, and easy to read).
Margins (0.5 to 1.0 inches) and Font Size (10 pt and 12 pt and easy to read font such as Arial, Calibri, etc.)?
Have you kept your CV properly concise in relation to your experience and the requirements of the position?
Additional elements to check:

Contact information

Is all appropriate contact information listed? Is your legal name clear and bold at the top? (Also is there a header on additional pages, if applicable?) Does your email address sound professional?
Additional elements to check:

Education

Are institution names spelled out? (i.e., Okinawa Institute of Science and Technology not OIST)
Is the official title of your degree and dissertation listed along with a brief summary of your dissertation? Your advisor's name?
Did you list the month and year you earned, or expect to earn, your degree?
Did you list coursework that aligns with your job search?
Additional elements to check:

Experience

Did you include a Research Experience heading (and a Teaching Experience heading, if relevant)? Does the order of these headings match the focus of the position?
Does the level of detail with which you address your experience match the emphasis of the job ad?
Have you described your research in a way that is engaging and interesting?
Have you provided a brief overview of courses taught that includes number and grade level of students? Have you clearly described your role?
Have you included results and accomplishments, not just responsibilities or simply a list of the projects or courses themselves? Did you give evidence of impact where relevant? Did you especially highlight unique accomplishments?

	Did you start each phrase describing your responsibilities and accomplishments with an action verb? (Past tense verbs for previous roles, present tense verbs for current roles)
	Have you used keywords that apply to your discipline or research area?
	Have you avoided the use of first-person pronouns (i.e., I, me, mine, myself)?
	Have you considered and included all aspects of your experiences related to the position(s)?
	Additional elements to check:

Grants and Fellowships

	Have you included all grants and fellowships, demonstrated that you can write grants, and that others see your promise? Have you considered listing the monetary value?
	Additional elements to check:

Publications

	Have you followed the citation conventions of your field?
	Have you included publications that are in press and under review? Have you considered including those that are in preparation? Are you prepared to discuss these publications?
	Additional elements to check:

Presentations

	Have you identified which of these are invited talks?
	Additional elements to check:

Other Headings as Appropriate

	Have you considered using additional other headings such as Service and Leadership, Related Professional Experience, Additional Experience, Honors and Awards, Professional Affiliations, etc.?
	Additional elements to check:

References

	Have you included a list of three or four references with their title, contact information, and relationship to you?
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Anything Else?

	Additional elements to check:
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Sources:

<https://capd.mit.edu/resources/resume-checklist/>

https://careered.stanford.edu/sites/g/files/sbiybj22801/files/media/file/stanfordphd_pmw_18-19.pdf