

Curriculum Vitae (CV)



Checklist:

- ☐ Document has same font and font size throughout.
- ☐ Document contains correct needed contact information:
 - Name
 - Current Email
 - Current Phone Number
- ☐ Document does not list any unnecessary information.
- ☐ A colleague or current faculty has reviewed your CV for errors.
- ☐ Punctuation and spelling are correct.
- ☐ Make sure you use past and present tense properly when listing your points.



Curriculum Vitae (CV)

CV Format:

- Contact information
- Education
- Employment
- Fellowships/Grants
- Publications
- Experience

***Note: "Experience" refers to research, publications, grants/fellowships, professional associations, and licenses.*



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Include the Key Elements:

- 2-3 pages depending on how long you have been active in your area of study.
- Name, current contact information, education, skills, and experience should be included.

***Note: "Experience" refers to research, publications, grants/fellowships, professional associations, and licenses.*



From Salma Zabrmawi's iPhone t...

اضغط على السماعة الاولى

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The Do's:

- **Do** use bullet points to list your information.
- **Do** tailor the CV to the degree program you are applying to.
- **Do** list all research projects, achievements, and professional projects in chronological order.
- **Do** include workshops, conferences, and professional activities where actively engaged.
- **Do** identify outcomes (practical application) of responsibilities during professional employment and/or student projects.

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The Don'ts:

- **Don't** go into a long explanation of your research projects.
- **Don't** use personal pronouns.
- **Don't** list anything that will reflect on you poorly.



Statement of Purpose

Essay Format:

Paragraph 1: Statement of goals

Paragraph 2: Reasons for pursuing these goals

Paragraph 3: Highlight your knowledge and experience in this field of study

Paragraph 4: Share interests/experiences and how they align with those of the university

Paragraph 5: Summarize paragraphs 1 through 4

Times Roman, size 12 font

Maximum of two pages, 750 words