CV Checklist

	Contact info on top of the page
	Header or Footer with [Your Last Name], Page X of Y
	All dates for degrees & positions should be listed in reverse chronological order.
	Dates of degrees & positions consistently on the left or right of page.
	Education is the first section
	Dissertation title (and advisor if advantageous)
	Teaching Section & Research Section (in order of whichever is most relevant to the position)
	Publications (with your name bolded)
	Presentations (with your name bolded)
	Grants (include amounts if impressive)
	Awards (include monetary amounts if impressive)
	Service (may include University, Community, National or make separate sections for each)
	Professional Development
	Languages (if relevant)
	Special skills & certifications (if relevant)
	Professional memberships
	References (optional - some jobs will request CV with references)
	Neat with some white space but not so much that it looks as though you're trying to artificially lengthen your *CV*.
	No grammatical or spelling errors
	Easy to find information using bold and italics to enhance readability
	Short descriptions for anything that your reader may not completely understand
	Does **NOT** Include: Hobbies, Anything from high school (unless prestigious national/international or research awards), Personal info such as gender, age, religion, family status, social security number, ethnicity, citizenship)
	Has all the **required** qualifications of a particular job ad
	Has most if not all the **desired** qualifications of a particular job ad