

CV (Curriculum Vitae) Checklist

Creating a compelling CV involves careful planning and attention to detail.

Use the checklist below to ensure your CV highlights your strengths and helps you stand out from the competition.

Remember to:

- Be honest and accurate in all the information provided.
- Keep your CV concise yet comprehensive.
- Update your CV regularly.

Foundations

- Do I know what types of skills and experiences the admissions committee is looking for? Learn more about how to research graduate programs through attending “Preparing for Graduate School” drop-in session and get more familiar with the application process.
- What relevant experiences have I had?
- Have I completed any major assignments or projects in the subject area that I am considering for graduate school or an academic position?
- Am I a member of any associations or student clubs relevant to my field of study?
- Have I omitted any information that might be relevant? E.g. relevant projects, extracurricular activities etc.

What to Include in Your CV: Suggested Sections

Personal Information:

- Full first and last name clearly visible
- Academic degree(s) listed (e.g., BSc, MSc, PhD)
- Name potentially bolded and/or centered
- Current mailing address (city and province name) included
- Reliable phone number(s) provided
- Professional-sounding email address used

Education (Reverse Chronological Order):

- Formal post-secondary education listed
- Degree name, university, and graduation date (or expected date) for each entry
- Honours or distinctions noted
- Relevant awards or scholarships listed under the appropriate degree
- Thesis titles and brief topics included (especially for research-intensive applications)
- Names of thesis supervisors provided (especially for academic applications)
- Training courses included here or in separate "Professional Development" or "Additional Training" section (consistency is key)

Awards and Distinctions (Reverse Chronological Order):

- Awards and honours listed with the granting institution and date
- Brief description of the award's significance (optional but helpful)
- If only one award per degree, considered placing it under "Education"
- For research positions, this section is placed prominently on the first page after "Education"

Research Interests:

- Concise list of current research interests
- Potential future research directions briefly outlined (using bullets)
- Relevant technical skills listed (research techniques, coding languages etc.)
- Avoid redundancy with other sections

Teaching Experience (Reverse Chronological Order):

- Courses taught listed (course name, code, department, university, dates)
- TA positions listed (course name, code, department, university, dates, and your role)

- Optional one-line statement about course content
- For teaching-focused applications, place before research and professional experience

Extra-Curricular Activities and Leadership:

- Academic committees served on listed (name of committee, your role, dates)
- Student organizations involved in listed (name of organization, your role, dates)
- Brief (one-line) description of your activities and accomplishments for each

Publications, Major Reports, Senior Thesis or Literature Reviews:

- Full bibliographic information for published works
- Full bibliographic information for accepted works (forthcoming)
- If extensive, a partial list is included
- Consider to link to a complete online publication list if applicable.

Presentations (Conference presentations, Major presentations, or In-Class presentations):

- List conference presentations, seminars, and workshops
- Include title of presentation, conference/event name, location, and date
- Consider distinguishing between oral and poster presentations

Professional Experience (If applicable and distinct from academic roles that were paid work):

- List jobs or relevant experiences outside of academia (reverse chronological order)
- Include job title, organization, location, and dates of employment
- Focus on transferable skills and achievements, not just duties (use action verbs)
- Tailor descriptions of the specific opportunities you are applying for

Other Experience (Optional, on-campus involvement, community involvement or volunteer experience):

- List other jobs or activities not directly relevant to academic goals
- Brief details emphasizing transferable skills and achievements
- Help fill chronological gaps

Skills (Optional, can be integrated elsewhere):

- Technical skills (software, equipment, coding languages)
- Languages
- Other relevant skills (e.g., communication, teamwork, problem-solving)

References (Separate Last Page):

- List on a separate final page.
- Typically, three to five references.
- Each referee's name included.
- Each referee's title included.
- Each referee's employer included.
- Complete and up-to-date contact information (address, phone, email) for each.
- "References available upon request" is generally **not** recommended for academic CVs.

Tailoring and Strategy:

- Content and emphasis tailored to the specific position (academic or industry) and institution.
- Strongest qualifications for the specific opportunity are highlighted and visible.
- Order of sections reflects the priorities and interests of the reader.
- Consider the norms and expectations within your specific discipline.
- Consult with the faculty members and the Career Centre for feedback.
- Review examples of CVs in your field.

Format & Overall Presentation

- A CV is strategically tailored to highlight your most relevant qualifications for the specific opportunity you are pursuing. Remember to always prioritize your audience and their needs when structuring and writing your CV.
- Does it conform to any length (limit of pages)?
- Is it broken into logical paragraphs with sufficient white space for the reader's comfort?
- Formatting is consistent throughout and easy to read?
- Consistent font and font size throughout.
- Clear and logical section headings.
- Consistent use of bolding, italics, and bullet points.
- Sufficient white space for readability.
- Overall professional and polished appearance.
- Consider saving as a PDF to preserve formatting.
- 100% free of typos, spelling errors and grammar mistakes – Spellcheck, proofread and get others to proofread again!

Consider booking a CV critique (in person or virtual) call (905) 828-5451 or email UTM Career Centre careers.utm@utoronto.ca Max 3 critiques per term.