

Curriculum Vitae (CVs) are often a part of the application package to many graduate programs. Traditionally, CVs have an academic focus, they present a complete picture of your academic achievements, publications (if any) and scholarly interests, as well as skills developed through academic degrees and related teaching or research experience.

However, since a majority of upper year undergraduate students do not have many of the typical elements of a CV such as publications, extensive research or teaching experience and scholarships, students must consider repackaging their experiences using headings that will emphasize their relevant experiences to the admissions committee.

As you begin to begin to compile your CV, here are some questions to consider:

- Do I know what types of skills and experiences the admissions committee is looking for? **
- What relevant experiences have I had? (Look under “Suggested Sections of the Curriculum Vitae” for ideas on what constitutes relevant experience)
- What would I like to emphasize in my document?
- Have I completed any major assignments or projects in the subject area that I am considering for graduate school?
- Am I a member of any associations/student clubs relevant to my field of study?
- Have I omitted any information that might be relevant? E.g. relevant projects, extra-curricular activities etc.

** Attend the “Road to Graduate School” workshop to learn more about how to research graduate programs and get more familiar with the application process **

SUGGESTED SECTIONS OF THE CURRICULUM VITAE

The following are suggested categories for your CV. You should select categories and order them so that they best highlight your relevant skills and experiences- as related to your intended program of study. When organizing the information within each category, list items in reverse chronological order, with the most recent information appearing first.

Personal Information

Name, home address, email and phone number. Information on marital status or dependents, religious affiliation, gender or ethnicity should not be included anywhere on your C.V when applying to programs in North America.

Research Interests

List research interests; align with program/faculty you are applying to. May list as bulleted points.

Academic Information

Include date, degree to be conferred, program of study, name of institution.

Honours and Achievements or Academic Honours and Awards or Awards and Certificates

List academic awards, accomplishments and/or certificates. If the award or certificate will not be familiar to those who will be reading your CV, include a brief explanation. You may also include the value of the award/scholarship if significant.

Research Experience

List research assistantships (paid and/or volunteer) or research projects. Include your title, supervisor’s name, lab or centre (if applicable) name. Provide information regarding your specific role. Consider including independent research courses, ROP experiences, research-related internships, 300 and 400 level coursework, work-study experiences, volunteer/paid work experiences as well as your thesis.

Teaching Experience

List relevant teaching experiences including instructorships, teaching assistantships or experiences where you served as a marker. Include your title, the course title, the course code/level, name of the supervising professor, and the dates for each listing. Provide a brief description including information, such as class size and an overview of tasks performed.

Publications or Major Reports or Senior Thesis or Literature Reviews

If any of your work has been published, you may mention it here. Consider independent research courses, ROP's, 300/400 level research reports including literature reviews. Write in academic format.

Conference Presentations or Major Presentations or In-Class Presentations

Consider conferences, senior level course presentations and/or community presentations. List title of presentation, class or organization, city or university, and date

Conferences Attended

You may also include name, location and dates of any conferences attended as related to your program of study.

Associations and Affiliations or Clubs and Memberships

List any memberships in university/student clubs, academic associations or professional associations. Indicate your title (e.g. member), organization name, institution or city, date. Provide a brief description, if needed.

Professional Experience

List title, company/organization, city and dates. Provide brief description for each experience. Only include those experiences that you have gained during university.

On-Campus Involvement or Community Involvement or Volunteer Experience

List activities that you engage in on-campus or in the community. Provide your title, name of organization, institution or city, date.

Relevant Skills

You may want to highlight any additional skills that may bolster your application. Examples include specific lab skills, ability to use software programs, etc.

Languages

This category is most common for scholars in the humanities and social sciences and allows you an opportunity to specify your reading, writing and oral fluency in foreign languages.

References

List name, title of referee, department or company, institution or city and date.

Additional Resources available at the Career Centre

- Academic Work search essentials by the Career Centre, University of Toronto (2005)
- Put Your Science Degree to Work by Peter Fiske (Chapter 9) (2000)
- The Academic Job Search Handbook by Heiberger and Vick (Chapter 10) (2001)
- Have your CV critiqued by a Career Counsellor. Book an appointment today; come in and talk to staff or give us a call!

This tip sheet is intended as a counseling document and the information is subject to change. (Updated June 2011)