How to write a CV

Here are seven basic steps for writing a CV:

1. Create a header with contact information

Your header should be at the top of the page and include your name, phone number, and email address so employers can immediately know who you are and how to reach you.

2. Write a professional summary

Your professional summary is a short bio that introduces you to the reader. This section sums up your best qualifications and explains your ideal career path.

3. Detail your education

Since a CV is often used for the academic job search process, it's important to include a section on your educational history. List your education in reverse chronological order, with your most recent degree first. Include both degrees you've earned and those you're pursuing.

4. Provide your work experience

Detail all your practical work experience so your prospective employer can see your career path, including:

- Full-time and part-time employment
- Internships
- Research projects
- Lab work
- Volunteer work
- Field experience

Include the title of your position, the name and location of your employer and employment dates. Below this, list two to three bullet points that explain your job duties.

5. List your relevant skills

List any abilities that apply to the potential job, such as foreign languages or a type of software. Try to include skills that relate to the job description to make yourself a more desirable candidate.

6. Include additional sections

CVs are usually longer than resumes, so you can detail all the achievements relevant to the potential role. Add sections as needed to list all of your accomplishments, including:

- Publications
- Presentation and lectures
- Community service
- Grants, fellowships or scholarships
- Awards and honors
- Professional memberships

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- Consulting work
- Fieldwork
- Study abroad experience
- Conferences

7. Describe your personal interests (optional)
You can choose to include a brief description of your hobbies and interests. Including a few hobbies may help you form a personal connection with the hiring manager.

Instructions: Read each statement carefully and decide if it is **True** or **False** based on the steps provided above.

#	Statement	True / False
1	The header should be placed at the bottom of the page to save space for your summary.	
2	A professional summary acts as a short bio that highlights your best qualifications.	
3	When listing your education, you should start with your oldest degree first.	
4	Work experience can include unpaid roles such as internships and volunteer work.	
5	You should only list technical skills, even if the job description asks for foreign languages.	
6	CVs are generally longer than resumes because they allow for more detailed sections like publications and awards.	

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