

Tips for writing an academic Curriculum Vitae (CV)

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Your CV represents you. It conveys who you are and what the employer will get if you are chosen. Often it is used during an initial phase of screening large numbers of applicants and is your one and only chance to make an impression. Since it is SO important – **make sure it gives the best possible impression.**

Although your CV should follow a fairly standard format, it should also distinguish you from the other applicants whose materials float with yours in the “Sea of Anonymity”. SO - include all information that you honestly believe will help someone judge whether you are qualified. **Below you will find a few tips on how to write an ACADEMIC CV** (note that CVs for industry are often quite different) and an example of a CV layout if needed.

DO:

1. Make your CV a clear and concise summary of your professional qualifications. Like any good writing, every word should count.
2. Be sure to check the CV carefully for mistakes and typographical errors. Without exception, it must be absolutely error-free
3. Have your faculty adviser, colleagues, family, and friends look over your CV before you send it out to help you make it the best possible.
4. Take the time to create a simple, consistent, elegant and inviting format. Style matters, and your CV should appear professional, uncluttered, and friendly to the eye.
5. Be sure to convert your text file to a PDF before sending, as it looks more professional when the nonprinting characters (such as tabs and spaces) are not visible.
6. Choose fonts and type sizes that are easy to read. Classic, standard fonts like Times New Roman, Helvetica, or Arial work best. You can also use a more personal font if it is easy to read. 10-point type is a minimum but try to use 12-point size as it is easier on the eyes.
7. Make sure there are no “holes” in your CV – have each year accounted for
8. Always write the dates on the LEFT hand side to help people navigate easily through your timeline.
9. Present information in reverse chronological order to put recent publications and accomplishments closest to the beginning
10. List all publications in the same reference style – often people add on publications as their CV grows and change the format or even font. This looks sloppy.

DO NOT

1. Have large empty spaces, wide margins, or big fonts just to make your CV look larger than it is.
2. Add personal information such as marriage status, number of children, hobbies or your control of languages etc...unless required

Curriculum Vitae

Personal Information

Name: Jane Doe

Date of birth: 03/03/1980

Phone: +972-52-22222222

E-mail: jane.doe@weizmann.ac.il

Education

2009-present Studies towards a Ph.D. in Biology, The Weizmann Institute of Science.

2008 M.Sc. Biology, The Weizmann Institute of Science.

2006 B.Sc. Tel-Aviv University. *Cum laude*

Employment

2009 – present Graduate level research in the laboratory of Dr. X, Department of Y, The Weizmann Institute of Science.

2007-08 Masters level research in the laboratory of Dr. X on “*here put the title of your research.*” Department of Y, The Weizmann Institute of Science.

2007 Rotations during the first year of M.Sc., The Weizmann Institute of Science:

- Prof. X, Department of A.
- Prof. Y, Department of B.
- Prof. Z, Department of C.

2005-06 Undergraduate level research in the laboratory of Prof. X, Tel Aviv University.

Teaching experience

2008-09 Tutoring in the International Summer Science Institute for the honor of Dr. Bessie Lawrence

2005-06 Assistant teacher at the University of X.

Awards and Fellowships

2006 X scholarship for excellence in exact sciences

2006 The Faculty of Biology Dean's award for outstanding achievements

2005 University Rector's award for outstanding achievements

Publications

Here write your publications making sure to write your name in BOLD so its easily discernable. Also, if there is anything important (equal contribution, selected for cover etc...this is the place to write it)

Presentations at conferences

Here write your posters at conferences but only until your postdoc stage. After that only oral presentations at conferences are considered.

Additional possible “headers”:

OTHER EXPERIENCE

INVITED LECTURES

GRANTS

PATENTS

Based on resources from:

http://sciencecareers.sciencemag.org/career_magazine/previous_issues/articles/2006_10_27/tips_for_a_successful_cv

<http://www.socialpsychology.org/vitatips.htm>