TIPS ON HOW TO WRITE AN ACADEMIC CV

**Your CV** conveys who you are. It is often read by several different examiners in the initial phases of screening multiple applications and is therefore an important chance to make a favorable impression.

**Some tips:**

1. Write your CV in English
2. Make your CV a clear and concise summary of your professional qualifications. Like any good writing, every word should count.
3. Make sure to add any information that is relevant to the committee like undergraduate project in a lab or manuscripts that you are on).
4. Be sure to check the CV carefully for mistakes and typographical errors. Without exception, it must be absolutely error-free.
5. Have a faculty adviser, colleague, family, and friends look over your CV and ask for their comments.
6. Take the time to create a simple, consistent, elegant and inviting format or use the format provided. Your CV should appear professional, uncluttered, and friendly to the eye.
7. Convert your text file to a PDF before sending to eliminate the chances that system-specific problems may arise when viewing your file.
8. Make sure there are no gaps in your CV – have each year accounted for (maternity/paternity leave; military service; voluntary work, etc.)
9. Always write the dates on the left-hand side to help people navigate easily through your timeline.
10. Don’t have large empty spaces, wide margins, or big fonts just to make your CV look larger than it is.

**Sample Curriculum Vitae**

**Personal Information**

Name: Jane Doe

Date of birth: 03/03/1980

Phone: +972-52-22222222

E-mail: jane.doe@google.com

**Education**

2006 B.Sc. XXX University/College.

*Final Course Average. Ranking relative to class*

**Research Experience and Employment**

* 1. Undergraduate level research in the laboratory of Prof. Y, XXX University/College.

2000-2003 Service at IDF as A. Dismissed as B.

**Teaching Experience**

2005-06 Assistant teacher at the XXXX University/College.

**Awards and Fellowships**

2006 Z 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**

If you are an author on a publication make sure to mention it.

Do not write papers in preparation only those already submitted (also on BioRxiv) or accepted

Write your name in **BOLD** so its easily discernable.

If there is anything important (equal contribution, selected for cover etc…this is the place to write it)

**Attendance of conferences**

If you attended a conferenced as part of your B.Sc work write it here.

**Additional Information**

Feel free to add here your control of extra languages, hobbies that you feel reflect your personality, volunteering or organizational activities or other achievements you wish to share.