

Guide to writing a Curricula Vita for Students

Your CV should be 2-4 pages in length.

Personal information

Name

Address

Contact information (phone number, email address)

Education

School

Major

Anticipated Graduation time (Spring 200x)

GPA

****The two categories above must be on the top of your CV. The next few categories do not necessarily need to go in this order. It is up to you to decide what you want your reader to see first.*

Research Experience (if any)

University of Mississippi, Department, Role

- Begin each bullet with a skills-based action verb
- Be sure to quantify your accomplishments, not just describe tasks and responsibilities
- Use keywords that demonstrate your knowledge of the field and technologies as appropriate
- More details
- More details
- More details

Presentations and Publications (if any)

Publications

- Use the citation structure appropriate for your discipline.
- You may have separate sections (in process, in press, etc)
- Bold your name within the list of authors

Oral Presentations

- Use the citation structure appropriate for your discipline.
- You may have separate sections (accepted, guest lecturer, etc)
- Bold your name within the list of authors if appropriate

Relevant Work Experience (if any)

Last name, pg. #

Title

Aug 20XX – May 20XX

Company/Organization, City, State or Country

- Begin each bullet with a skills-based action verb
- Be sure to quantify your accomplishments, not just describe tasks and responsibilities
- Use keywords that demonstrate your knowledge of the field and technologies as appropriate
- More details
- More details
- More details

Awards/Honors & Scholarships/Fellowships/Grants

Name of award, amount dispersed and date given

- (Ex. Bledsoe Scholarship, scholarship amount of \$10,000 presented to students from Panola County, MS. Scholarship received Fall 201x)
- (Ex. Jefferson Standard Scholar Merit Award presented to exceptional entering first-year college women at Greensboro College.)

COMMUNITY SERVICE AND OTHER ACTIVITIES

This section may be set up the same as the experience sections above or a simple list of organizations, roles/titles, and dates depending on space.

Other skills**References (try to list at least three)**

Name

Position

Address

Contact information (phone number, email address)

It is acceptable if you do not have some of these categories filled out. For example, if you do not have any publications, do not include the publications headline on your CV. Just leave it omitted.