Curriculum Vitae (CV) Self-Assessment

	√	Comment
Demographic Information		
Name and credentials used as the document title and is centered and in bold		
Contact information including address, email, phone (can use business or personal)		
Email address is not compromising		
Social security number is not used		
No personal information, except contact information, such as DOB, children, citizenship		
Education & Licensure Information		
Education information including school, year graduated, degree, and specialty		
Nursing license – include state and expiration date		
Professional certifications, if applicable (should match credentials)		
Software and language skills/proficiency		
Honors & Awards		
Honor or awards include title and date		
Professional Work Experience		
Current and previous employment positions in reverse chronological order		
Each position includes: - Position title - Employer name - Employer's city and state - Date range - Description of responsibilities, skills and competencies		
Verb tense for current position is present tense		
Verb tense for all prior positions is past tense		
Publications		
Consistent format used (e.g., APA)		
Subsections used when larger numbers of publications (e.g., patient education materials, learning modules, policies and/or procedures developed or co-developed, journal articles, book chapters, published abstracts not accepted for poster or oral presentation		

	√	Comment
Presentations		
Consistent format used		
Subsections used when larger numbers of presentations (e.g., oral presentations, poster presentations, invited presentations, invited national or international presentations)		
Each presentation includes the following: presentation title, conference (if applicable), location, date(s)		
Professional Organizations		
Membership in professional organizations and any groups within the organization		
Full name of the organization used (no acronyms only)		
Date range (in years) of membership		
Associated responsibilities (e.g., member, member of education committee, newsletter editor)		
General		
First person is not used		
"Curriculum Vitae" is not the title of the CV		
When abbreviations or acronyms used, they are spelled out in full the first time		
No spelling or grammatical errors		
Brief text, short paragraphs or bullet points used for descriptions of employment or professional organization involvement		
Contains page numbers, preferably page x of y format		
Visually Appeal		
White space used		
Headings in bold and larger font (14 point)		
Breaks between sections		
No color used		
Font size for non-heading 10-12 point		
All bullets are the same style		