

Common Curriculum Vitae (CV) Headings and Content

Demographics

- Name and credentials (should be located as the title)
- Contact information including address, email, phone (can use business or personal)
- Education information including school, year graduated, degree, and specialty

Professional work experience

- Current and previous employment positions in reverse chronological order
- Position title
- Employer name
- Employer's city and state
- Description of skills and competencies
- Use bullet points to communicate responsibilities, skills and professional core competencies

Publications

- 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
- Use a format (e.g., APA) and be consistent

Presentations

- Lectures or other oral presentations
- Posters sessions
- Include information about the presentation title, conference (if applicable) location, and date(s)

Licensure and Certification

- State licensed
- Professional certifications
- Software and language skills

Professional Organizations

- Membership in professional organizations and any groups within the organization
- Use full name and avoid acronyms
- Include years of membership and any associated responsibilities (e.g., member of education committee, newsletter editor)

Do

- Use spell check
- Use correct verb tense
- Use reverse chronological order

Don't

- Use first person
- Use email address that may be compromising
- Social security number
- Write out Curriculum Vitae at top of document
- Avoid abbreviations or acronyms
- Include other personal information such as DOB, children