

Building a Curriculum Vitae

Milestone 3
PROMOTE
Develop Your Brand



Additional things to note:

- No spelling or grammar errors.
- Use white space between sections.
- Use standard font styles such as Times, Calibri, Arial, Verdana, etc. Use 10–12pt size!
- Consistent margins top, bottom and sides (.05–1.0 in)

- 1 • Name is BIG! 14–20pt size!
• One phone number and one email address!
• Titles with name is optional! (i.e. M.ED., PhD.)
• All subsequent pages contain initial header and page number at top right of page (use header from first page).

- 2 • Use FULL name of institutions with city, state.
• Degrees spelled out accurately!
• List month and year of expected graduate date.
• Optional: Include GPA if 3.0 or higher.
• List academic credentials in reverse chronological order (most recent first).
• If applying for a position as an “All but Dissertation” (ABD) candidate, identify this status in this section.

- 3 • Include working title, academic department, college, location and timeframe.
• This section is only about teaching.

- 4 • List Job Title, Company/organization name, city, state, and dates (month year–month year).
• Include concrete information whenever possible using numbers and specific data.
• When using bullets, use consistent format with periods or no periods.
• Arrange each experience in reverse chronological order by start date.

- 5 • Include all publications: Books, book chapters, journal articles, book reviews, etc., even those that are not yet published.
• If you have substantial publications to showcase, use sub-headings to group each domain (books, chapters, articles, etc.).
• Use citation style appropriate to your field (APA, MLA, Chicago, etc.).

- 6 • Include all presentations and/or performances: Workshops, conferences, exhibitions, lectures, panels, or other speaking engagements, recitals.
• Use citation style appropriate to your field (APA, MLA, Chicago, etc.).

- 7 • Include the name of the grant, awarding organization, date of the proposal/award, amount, and short description of program.
• Include funded and non-funded grants.

- 8 • Include current position, name of organization, and dates of membership.
• If you've held a higher rank or special distinction, you can include this as a bullet, sub-heading, etc.

Your Name

Your Address • Phone Number • Email Address • LinkedIn URL (optional)

EDUCATION

Doctor of Philosophy (PhD) | Full name of Major Month Year
Name of Institution, City, State
Dissertation: *Name of Dissertation*

Master of (Science, Arts, Education, Social Work, etc.) | Full name of Major Month Year
Name of Institution, City, State
Thesis: *Name of Thesis*

Bachelor of (Science or Arts) | Full name of Major Month Year
University of North Carolina Greensboro (UNCG), Greensboro, NC

TEACHING EXPERIENCE

Your Title | Name of school May 2024–Present
Company Name, City, State

PROFESSIONAL EXPERIENCE

Your Title May 2024–Present
Company Name, City, State

- Identify major transferrable skills gained starting with action verb in proper tense; no personal pronouns
- Explain how you fulfilled your job duties—exceed expectations, meet goals, surpass requirements
- Describe your skills in terms of level—efficiently, effectively, accurately

Your Title June 2023–October 2024
Company Name, City, State

- Include specific outcomes of your efforts—did your project get implemented? Did you help the overall company mission?
- Include any technical proficiencies gained specific to your career field
- Descriptions emphasize relevant skills and accomplishments answering: How? Why? What? For whom?

PUBLICATIONS

Last Name, First Initial. Middle Initial. (Year of Publication, Month Day). Title of article. *Journal Title*, Volume number (Issue Number), Page Range

PRESENTATION

Presenter Last Name, First Initial. Middle Initial. (Year, Month). *Title of paper or poster.* Paper or poster session presented at the meeting of Organization Name, Location.

GRANTS

Name of Grant September 2024
Organization | City, State

- Include information about what the grant was for and how much was awarded

PROFESSIONAL AFFILIATIONS

Your Title August 2023–Present
Name of Organization (clubs, organization, church, etc.)

- Share responsibilities and duties of position in organization (optional)

Last Note: Do not include references. The phrase “References Available Upon Request” should not be used. This is assumed.



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Curriculum Vitae

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What is a CV?

- Also known as Academic Resume, Curriculum Vitae, or CV
- In Latin, “curriculum vitae” means “the course of one’s life or career”
- Includes relevant professional/career experience (volunteer work, presentations, publications, courses taught, etc.)
- Used when applying to academic positions in higher education, professional/graduate school, or to establish your credentials as an expert in a field

CV

- Thorough document (2+ pages)
- Detailed document highlighting professional background
- Often used to apply to jobs or admissions in academia

vs.

Resume

- Concise document (1–2 pages)
- Targeted professional marketing document
- Used to apply to a specific industry or job position

General Tips

- Use reverse chronological order in each category (most recent experience listed first)
- Included experiences should be relevant to your field/professional practice
- Begin bullet points with a strong action verb in the correct tense (present/past)
- Order of categories should be based on relevancy
- Ensure consistent formatting (fonts, section headings, bullet styles, and date ranges)
- Proofread for spelling, grammatical, or citation errors
- Utilize white space and formatting to present a visually appealing document

Section Headings to Consider

Use section headings to address areas of expertise in order to help the reader navigate your experiences. Here are some options to consider:

Education

Publications

Presentations

Teaching Experience

Performances

Research Experience

Internships

Grants Awarded

Professional Experience

Committees

Community Involvement

Awards/Honors

Academia

Professional Affiliations

Licensure



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Action Verbs

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Strong action verbs are used to describe experiences. Articulate your experiences using a bullet point format (rather than paragraphs) to be concise for the reader. Lead with an action verb.

Management Skills

administered, assigned, chaired, coordinated, contracted, controlled, delegated, developed, directed, evaluated, managed, organized, oversaw, planned, prioritized, spearheaded, supervised

Communication Skills

clarified, collaborated, communicated, convinced, corresponded, directed, edited, encouraged, influenced, mediated, negotiated, promoted, produced, publicized, recruited, represented

Research Skills

assessed, analyzed, classified, documented, examined, identified, inspected, observed, reviewed

Creative Skills

authored, conceptualized, created, customized, designed, directed, established, founded, initiated, integrated, introduced, invented, originated, performed, pioneered, researched, started

Teaching Skills

adapted, addressed, advised, clarified, coached, communicated, coordinated, enabled, guided, instructed, stimulated, strengthened, trained

Tips

If your experiences were in the past, then you will use past tense verbs.

If you are currently working, then you will use present tense verbs.

Description Examples

- Enforced pool standards at all times, in order to ensure a safe swimming environment for all visitors.
- Created and distributed posters and pamphlets across the state to promote safe swimming procedures.
- Recruited, trained, and supervised two Junior Lifeguards.

Technical Skills

calculated, computed, constructed, designed, fabricated, gathered, input, maintained, modified, operated, overhauled, programmed, upgraded

Helping Skills

advised, assisted, counseled, demonstrated, diagnosed, familiarized, educated, expedited, facilitated, inspired, motivated, rehabilitated, stimulated, supported

Financial Skills

allocated, appraised, audited, balanced, budgeted, compiled, forecasted, marked, projected, surveyed

Clerical or Detail Skills

arranged, assembled, catalogued, implemented, monitored, purchased, reviewed, referred, scheduled, systematized, tabulated, validated

Accomplishments

accomplished, achieved, attained, expanded, improved, increased, recommended (solutions), resolved (problems), restored, transformed

Example CV - Page 1

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Minerva H. Spartan

1400 Spring Garden Street | Greensboro, NC 27410
minerva@uncg.edu | (336) 555-1234

EDUCATION

-
- Doctor of Philosophy (PhD) | Social Work** May 2025
UNC Greensboro | Greensboro, NC
Dissertation: *A Longitudinal Study of Co-Morbid Diagnoses in Urban Adolescents*
Advisor: Spiro Spartan, PhD
- Master of Social Work (MSW)** December 2022
The Ohio State University | Columbus, OH
Thesis: *Managing Difference in Diverse Communities*
- Bachelor of Arts | English** May 2013
UNC Greensboro | Greensboro, NC

RESEARCH EXPERIENCE

-
- Research Assistant | School of Social Work** August 2023–Present
UNC Greensboro | Greensboro, NC
- Research mental health of adolescents and effects of psychosocial behaviors
 - Investigate 10+ case studies and identify patient crises, including family, economic, and community situations
 - Facilitate effective plans for crisis intervention and emotional support for case studies

TEACHING EXPERIENCE

-
- Instructor | School of Social Work** January 2024–Present
UNC Greensboro | Greensboro, NC
- Courses Taught: *The Practice of Group Work, Comparative Perspectives in Social Work*
- Teaching Assistant | School of Social Work** August–December 2022
The Ohio State University | Columbus, OH
- Courses Taught: *Knowledge and Skills for Effective Group Work*

SOCIAL WORK EXPERIENCE

-
- Clinical Social Worker** August 2023–December 2024
Daystar Clinical Services | Greensboro, NC
- Conducted intake assessments with clients to determine reason for visit
 - Provided therapeutic interventions including Cognitive-Behavioral Therapy and Dialectical-Behavioral Therapy
 - Managed a working caseload of 25 clients while providing triage appointments for the agency



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INTERNSHIP

Social Work Intern

May 2024–August 2024

Bayside Mental Health Clinic | Chicago, IL

- Offered individual assessments and psychotherapy services
- Evaluated and provided treatment plans and crisis intervention for individuals with mental illness
- Developed 5+ programs for youth to improve overall health and well-being
- Launched events and programs for community of 500+ participants

COMMUNITY ENGAGEMENT EXPERIENCE

Hotline Volunteer

August 2023–May 2024

Greensboro House & Social Services | Greensboro, NC

- Administered emotional support and guidance on-call through active listening and empathy for individuals suffering from domestic violence
- Planned and implemented case assessments, management, and treatment programs

Child Life Volunteer

May 2022–August 2023

University Hospitals | Greensboro, NC

- Coordinated activities for 10–15 year old children through interactive games and crafts, also sharing additional emotional support as needed
- Organized and led therapy group sessions to ensure healthy development and safe learning environment for all children

PUBLICATIONS

Spartan, M. (in press). Professional dissonance. *Entry in Encyclopedia of Immigrant Health*. Sana Loue & Martha Sajatovic, Eds., Springer, NY: NY.

Spartan, M., & Gruber, K. J. (2023). Student perceptions of challenging family problems: Building bridges to acceptance. *Journal of Teaching in Social Work*, 31, 65–78.

Spartan, M., & Johnson, D. (2022). Unforeseen implications of regulation in clinical practice. *Clinical Social Work Practice*, 39, 308–314).



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Example CV – Page 3

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PRESENTATIONS

- Hash, K., Tower, L., Stevens, K.J., Moore, C., Rogers, A., & Spartan, M. November 2024
Lessons from BEL Projects at Four Universities. BPD Annual Program Meeting: Myrtle Beach, SC.
- Spartan, M. & Johnson, D. April 2024
Protecting authenticity while still protecting your practice. NASW NC Summer Institute: Wilmington, NC
- Spartan, M. & Johnson, D. October 2023
Fostering a supervisory relationship that allows mistakes. NASW NC Summer Institute: Wilmington, NC.

GRANTS

- Evaluation Contract** June 2024
Servant's Heart House | Greensboro, NC
- \$1,500 contracted for program evaluation
 - Completed customer satisfaction survey January 2024
- Innovative Care Grant** August 2023
Cone Foundation | Greensboro, NC
- Proposed expanding research on involuntarily treatment to national sample for \$17,215

PROFESSIONAL ASSOCIATIONS

- Member** January 2024–Present
Greensboro Humanitarian Council | Greensboro, NC
- Member** August 2022–Present
National Association of Social Workers | Washington, NC

LICENSURE

- Licensed Clinical Social Worker (LCSW)** December 2022



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