

CV/Resume for graduate school application

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1 CV/Resume

- (1) If you have not read my general guide about CV, read that one first. This handout is a supplement for undergraduate students applying for graduate schools.
- (2) Elements that you would put on your CV/resume (which you may take out later, as you become a graduate student).
 - a. Your major(s), minor(s)
 - b. Your GPA
 - c. Your Major GPA
 - d. Description of your personality & skills.
 - e. Courses taken (those that are relevant for the programs you're applying for).
 - f. Extracurricular activities/field experiences/community involvement
 - g. Working experiences (including non-academic ones)
- (3) I do not recommend however including totally irrelevant working experiences (such as waitressing).
- (4) If possible, discuss your CV with your advisor before you include it in your application package. They will probably have good advice on how to revise it.

2 Elements of a CV (repeated from the previous handout)

- (5) Elements of a CV (this is what you would keep after you become a graduate student/a faculty member)
- (6) You may not have any entires for some of those (which is fine).
- (7) The order does not matter so much, but put your contact info at the top!
 - a. Your contact info.
 - b. Education.
 - c. Publications.
 - d. Presentations.
 - e. Grants and fellowships/ Honors and awards
 - f. Teaching experience (clarify what your teaching responsibilities were).
 - g. TA-ship (clarify what your teaching responsibilities were).

- h. RA-ship (clarify what your job was).
- i. Other service (workshop organization, journal review, conference abstract review, etc).
- j. Other professional skills (language proficiency, computer skills, stats knowledge and skills)