

# Curriculum Vitae - Tips and Strategies

## Tips

- **Font:** sizes - 12-18 point font for name (the largest font size you use); 12-14 point font for headings; 10-12 point font for text; sans-serif fonts read most easily (those lacking flourishes on the letters); pick one font and use it throughout;
- **Format:** be consistent and concise; include a page number and name header on all pages;
- **Paper:** use white/off-white 24-lb paper and a matching envelope;
- **Printing/typesetting:** use a **laser printer** for best resolution;
- **Don'ts:** include SSN, age, gender, race, religion, political affiliation, marital/parental status, disability or national origin, DEA numbers; explain why you're leaving your present job; include salary history;
- **Proofread** (read backwards) and spell check;
- Use **active voice**, not passive voice;
- **Avoid using the first person** ("I", "my");
- Because these are read left to right, avoid placing dates on the left margin to avoid emphasis on the date as opposed to the activity;
- **Be honest;**
- Keep your external CV current; you don't know when you may be asked to apply for or see a posting for a unique opportunity.

## Strategies for keeping current - update your materials on a regular basis

- **Collect things in real time** - as they happen
- **Use holding files** with folders (electronic or paper-based) for each of the sections - publications as submitted, in press, and published (keep the same system for your teaching portfolio)

If you maintain different CV's for different purposes,

**update them at the same time**

or keep clear notes regarding what you've updated and what you haven't.