Writing a CV: What to Include?

By Adrian N.S. Badana, MPH, CPH, and Daniel J. Mick, BSN, RN

As members of GSA, students are able to become active both in the Society and ESPO. This provides excellent opportunities to access resources and make connections in the field, especially though the new GSA Mentor Match Program.

Getting the Most Out of Your Experience
Being a student and a scholar in gerontology means that you must seek out opportunities and engage in both university and organizational service. Leadership positions and experiences in teaching, stewardship, research, and reviewing scholarly works will provide excellent advantages not only for growth, but will also help beef up your curriculum vitae (CV).

Understanding the CV
A CV is a special kind of document that records all your academic related achievements, both scholarly and professionally. It acts as an autobiography to efficiently inform an audience about you and the scope of your accomplishments. The CV is a dynamic part of your professional career and it should be revised regularly to reflect your most recent work. Note that a CV is not a résumé—a résumé is a brief (1 to 2 page) document that includes highlights of your achievements to target a specific work position.

A CV should display your name, highest degrees/titles, and institutional address and contact information at the top or in the header. There is no standard CV format since sections can be arranged and tailored for the recipient. However, the usual sections should at minimum include education, professional experience, publications, manuscripts, teaching experience, research experience, grants/fellowships, honors/accolades, university and department service, organizational service, professional organizations, professional development activities, and related professional skills.

Every month, your CV should be updated to include your more recent accomplishments. Any outdated material should be removed to keep your CV streamlined. Your CV is a reflection of who you are as a professional, so take pride in how you present yourself.