

SFM'20

**TEACHING STUDENTS
HOW TO WRITE
AN EFFECTIVE CV**

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Key question:

Functional or academic?

Functional

(two pages is optimal)

- Personal details
 - Summary

(a brief statement that highlights your most relevant qualities and qualifications)
 - Key skills
- Professional accomplishments
 - Relevant projects
 - Employment history
 - Education
 - Credentials
 - Strong cover letter

Academic

(four pages is optimal, more is acceptable if the additional information is relevant)

- Personal details
- Career summary
 - Education
 - Publications
 - Research
 - Funding
- Awards and prizes
 - Teaching roles
- Administrative experience
- Technical and professional skills and qualifications
 - Professional affiliations or memberships
 - Conference and seminar attendances
 - List of references

Tips

- Update your CV regularly
- Adapt it for the various purposes

PS Academic CVs allow the appendices!

Tips

- List at least three people who can provide a reference for your
 - *research*
 - *work*
 - *character*
- Notify them
- Provide their names and complete contact information

PS They should be people you have worked with

Tips

- Use legible font types
in sizes 11-14
with margins 1.5-2.5 cm
- Do not use more than two font types
- Do not use underlining for emphasis,
only **bold** and *italics*
- Mind your spelling and grammar