



## Description

Your CV is the first step towards your academic “dream job.” Your CV should showcase both your academic and professional achievements in depth. Including your educational/employment history, publications, skills acquired, etc. is critical. Read more about drafting an impactful academic CV [here](#).



## Academic CV Checklist



- Organize and present well
- Highlight your professional achievements
- Tailor your content to the job needs
- Avoid spelling mistakes at all costs
- Follow the reverse chronological order for lists (publications, patents, etc.).
- Include your professional achievements and memberships
- Proofread thoroughly for language, grammar, etc.
- Include the names of referees who have known you professionally
- Use relevant keywords
- Generate a PDF file for efficient sharing

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### Category

1. Checklist

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