

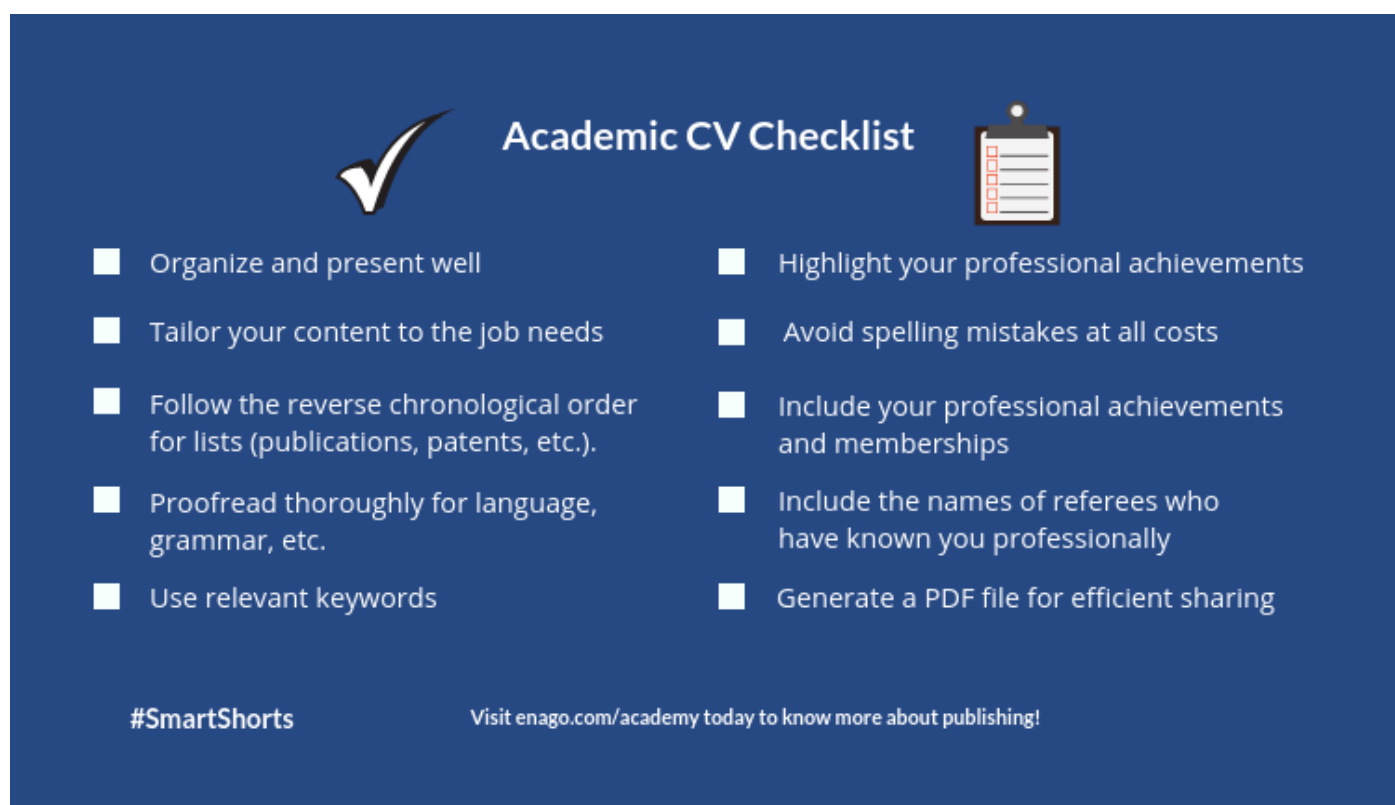
# Checklist – Drafting a Powerful Academic CV

## Author

Enago Academy

## Post Url

<https://www.enago.com/academy/academic-cv-checklist/>



The graphic is a dark blue rectangle with a white checkmark icon on the left and a clipboard icon on the right. The title "Academic CV Checklist" is centered at the top in white. Below the title, there are ten checklist items arranged in two columns, each preceded by a white square bullet point. At the bottom left is the hashtag "#SmartShorts" and at the bottom right is the text "Visit [enago.com/academy](https://www.enago.com/academy) today to know more about publishing!".

### Academic CV Checklist

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

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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](#).



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