What to Include in a Curriculum Vitae:

* Contact information:Most CVs start with contact information and personal data but take care to avoid superfluous details, such as religious affiliation, children's names, and so on.
* Education and qualifications**:** Be sure to include the names of institutions and dates attended in reverseorder (most recent, first).
* Work experience/employment history: The most widely accepted style of employment record in reverse chronological order (most recent, first).
* Skills**:** Include computer skills, foreign language skills, and any other recent training.
* Dissertations/Theses: Here you can add your Capstone Project.
* Research experience
* Teaching experience
* Publications
* Presentations, lectures, and exhibitions
* Grants, scholarships, fellowships, and assistantships
* Awards and honors
* Technical, computer, and language skills
* Professional licenses, certifications, and memberships

\*If some of these sections are not applicable, leave those sections out.

What Not to Include:

There is no need to include a photo, salaries earned in previous positions, the reason for leaving a previous position, or references.