

Tips on Formatting Your Academic CV

Some things to keep in mind when formatting your CV:

- Build a brand for yourself. Use the same font (and other formatting) on all parts of your application (cover letter, CV, reference list, research statement, etc) so that it all looks like it belongs together as one cohesive application package.
- Use ALL CAPITAL LETTERS, **bold**, underline, and *italics* only the most important information in your CV. For example, if the schools you've attended are impressive, write them in bold (and be consistent: all schools in your Education section should then be bold). But don't bold the dates you attended (this is not important to the search committee).
- In your "Experience" sections, separate dates from other content using white space. This makes it easier for the reader to skim (and to skip the dates, which are least important to them). You may want to line up all of your dates on the right- or left-hand side of the page. (See handout "Tips for Formatting in Microsoft Word" to learn how to do right-justify tabs.)
- Make section headings easy to find and read. You can use **bold** and ALL CAPITAL LETTERS. And, use **spacing** to make it easy to find & separate sections. Typically, a good rule of thumb is: 2 carriage returns before the subheading, 1 carriage return after.
- Have your **name** in a footer or header on every page of your CV and other application materials (**View... Header and Footer**). Also include **page numbers**. This way, if your materials fall and get mixed up, they can easily be put back together again. You can indicate that a header/footer be included only on page 2 and later of your documents by selecting "different first page" in the header/footer menu box.
- List your references as a separate page at the end of your CV. If you choose to list them in 2 columns, consider using the "Column" feature of Word (rather than tabbing forward along one line to form column #2). [Highlight the words that you want to be split into 2 columns, go to **Format... Columns**. You can "**Insert... break... column break**" to change where the columns are split. And you can change the width of the columns by dragging the boundaries of the columns within the ruler.]

* Specific instructions described above are for Microsoft Word (Macintosh OSX version). above are for Microsoft Word (Macintosh OSX version).