

Criteria for Curriculum Vitae

Contact Information

Name
Address
Telephone
Cell Phone
Email

Professional Experience:

- List all relevant work experience
- List agency name, location, dates, and accomplishments
- Start with most recent job and work backwards

Skills and Achievements:

- List major accomplishments and skills developed
- List presentations given, classes taught, etc.
- List any published work

Education:

- List education in reverse chronological order
 - Begin with college (if attended) and work backwards

Professional Qualifications:

- List Certificates/Accreditations awarded as they relate to experience
 - For example: list specialized training received; instructor credentials

Professional Organizations:

- List professional organizations as they relate to experience