

Categories, Roles, and Verbs to Consider for Your CV

Possible CV Categories/Sections

____ experience
appointments
awards / scholarships
certifications
citations
committees/boards
compositions
education
grants
honors
lectures
memberships/associations
patents
presentations
publications
readings
research
residencies
selected ____
service
teaching

Wording used to indicate in-progress

accomplishments such as publications and degrees

academic year __ - __
accepted
all but dissertation [ABD-be sure to include information about the expected completion date, also]
anticipated
expected
forthcoming
in press
in progress
invited
manuscript
submitted for review

Roles to describe yourself in a CV

____ member
apprentice
assistant ____
author
awardee
candidate
co-____
collaborator
director
facilitator
faculty
fellow
finalist
founder
graduate assistant
grantee
guest ____
invited ____
lecturer
mentor
presenter
professor
research assistant
researcher
speaker
teacher
teaching assistant
visiting ____
winner

Verbs that help you to describe your academic experience

accepted
adopted
advanced
advised
applied
assessed
authored
awarded
calculated
chaired

Verbs, continued

conceptualized
consulted
coordinated
corrected
created
debunked
defined
designed
discovered
documented
extrapolated
facilitated
graded
implemented
instituted
invited
lectured
led
mentored
observed
patented
peer reviewed
performed
presented
proposed
published
quantified
recommended
refined
refuted
replicated
reproduced [results]
researched
responded
reviewed
revised
served
supervised
synthesized
taught
updated
validated
vetted
wrote