

CHECKLIST

Elements to consider to write your curriculum	
Does your CV includes name, address, telephone number, and email address?	
Does it indicates your area or areas of academic interest?	
Does your CV include a comprehensive account of your academic history, title of your dissertation or thesis?	
Does it contain details about all publications, research projects, and presentations to which you have contributed?	
Does it list any grants, academic awards, and other related honors you have received?.	
Does it contain teaching and research positions, both paid and unpaid. Including any relevant internships and volunteer experiences?.	
Does it have a list of references, along with their contact information?.	

Elements to consider to write your Résumé	
Does it have correct and relevant contact information about you?	
Does your Resume provide a summary of your education, work history, credentials, and other accomplishments and skills?	
Is it concise? Does it only have one page long or two pages?	
Are you using it for an employment application?	