



# How to Prepare Your Curriculum Vitae (How To?series)

By Acy Jackson, Kathleen Geckeis

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The curriculum vitae, a resume of educational and work background, is essential for undergraduates applying to graduate and professional schools. Now revised and updated, *How to Prepare Your Curriculum Vitae* helps readers to analyze their academic career and create the best "academic resume" possible.

Features:

- A new chapter on crafting international CVs
- Sample CVs, including scannable and international
- Extensive appendix material with a comprehensive list of action verbs and a bibliography of style books and manuals

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## **Editorial Review**

From the Back Cover

You've received your bachelor's degree and after careful consideration have decided to continue your education at graduate or professional school. When you get your application, however, you are stymied by the requirement to send a *curriculum vitae*. You've heard of it, but you thought only hopeful college professors had to have one. And you certainly have no idea how to go about writing one for yourself. You are not alone. Many applicants are surprised to find that what used to be required of academic job seekers is now essential for undergraduates applying to graduate and professional schools as well as those seeking employment in research, teaching, or management.

*How to Prepare Your Curriculum Vitae* provides an in-depth explanation of the components of the curriculum vitae as well as step-by-step instructions for condensing your career history into a concise biographical sketch that underscores your assets. You'll learn to assess your educational and noneducational skills, inventory your accomplishments, and present the information in a format that follows the latest document guidelines. In addition, this newly revised edition includes:

- Tips on producing a scannable CV
- A new chapter on international CVs
- Sample CVs for a wide range of academic majors and professions
- Sample correspondence that gives you content and format guidance

With its targeted advice and easy-to-follow plan, *How to Prepare Your Curriculum Vitae* offers everything you need to know to create a CV that will produce results and advance your academic or professional career.

About the Author

**Acy Jackson** is the president of Acy L. Jackson & Associates, providing career, interpersonal, and intercultural consultation services for private-sector employers and educational institutions.

**Kathleen Geckeis** is the manager of the Writing Center at Owens Community College.

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**Margaret Barone:**

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**Suzanne Mitchell:**

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