

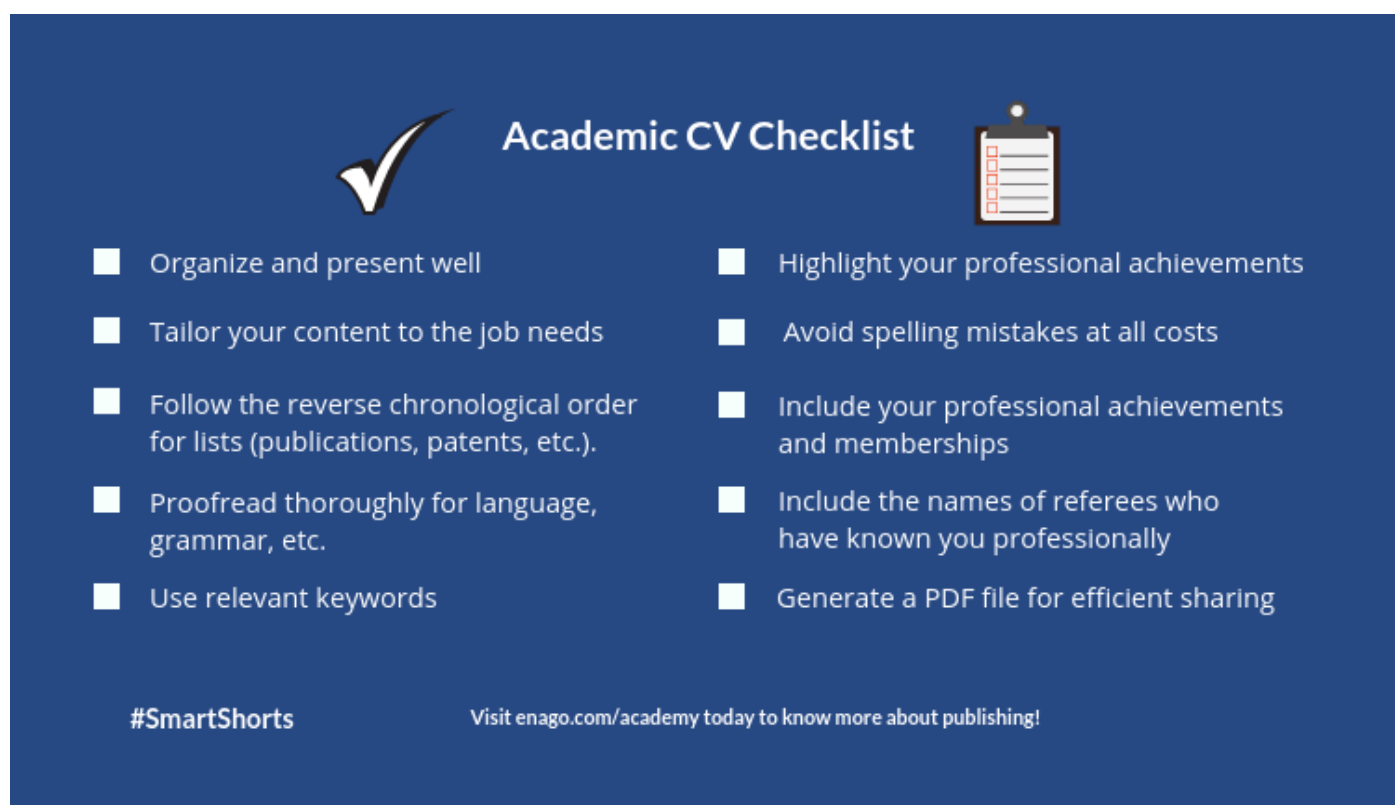
Checklist – Drafting a Powerful Academic CV

Author

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Post Url

<https://www.enago.com/academy/academic-cv-checklist/>



The graphic features a dark blue background with a white checkmark icon on the left and a clipboard icon on the right. The title "Academic CV Checklist" is centered in white. Below the title, there are two columns of checklist items, each preceded by a white square bullet point. At the bottom left, the hashtag "#SmartShorts" is displayed, and at the bottom center, there is a call to action to visit the Enago Academy website.

Academic CV Checklist

- Organize and present well
- Tailor your content to the job needs
- Follow the reverse chronological order for lists (publications, patents, etc.).
- Proofread thoroughly for language, grammar, etc.
- Use relevant keywords
- Highlight your professional achievements
- Avoid spelling mistakes at all costs
- Include your professional achievements and memberships
- Include the names of referees who have known you professionally
- Generate a PDF file for efficient sharing

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Your CV is the first step towards your academic “dream job.” Your CV should showcase both your academic and professional achievements in depth. Including your educational/employment history, publications, skills acquired, etc. is critical. Read more about drafting an impactful academic CV [here](#).



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