

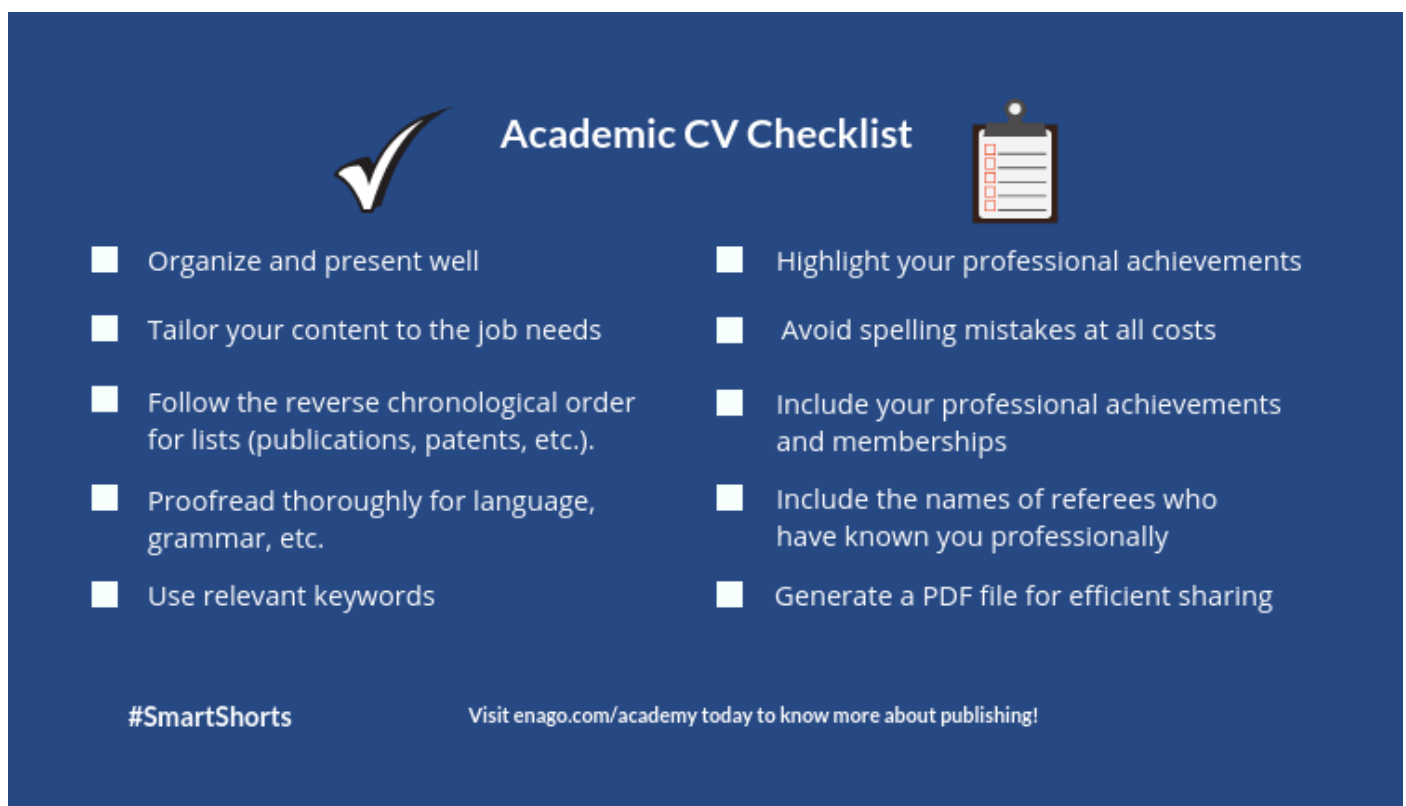
# Checklist – Drafting a Powerful Academic CV

## Author

Enago Academy

## 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

#SmartShorts Visit [enago.com/academy](https://www.enago.com/academy) today to know more about publishing!

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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