



Radford
UNIVERSITY

Career and Talent
Development

Curriculum Vitae (CV) Career Guide

Radford Career and Talent Development



Build a Curriculum Vitae (CV)

A Curriculum Vitae (CV) is a well-organized and detailed document that highlights your academic background, including your education, research, publications, presentations, teaching experience, and relevant achievements. This document allows you to present a clear narrative of your scholarly journey, demonstrating how your background aligns with the goals of a graduate program, research positions, or academic opportunity, or other position which requires a CV. A strong CV not only highlights your qualifications but communicates your commitment to the field and your potential to contribute meaningfully to the future of where you are applying.

Nine Tips for Creating a CV that Tells Your Story...

1. Start with a blank document.

- Avoid pre-made templates with columns, tables, graphics, design elements, headers or footers. Many places use Applicant Tracking Systems (ATS) to scan application documents, and complex formatting can prevent your documents from being read correctly. A clean, simple layout ensures your information is seen.

2. Use a professional, easy-to-read font.

- Stick to clear (ATS-Friendly) fonts like Arial, Calibri, or Times New Roman. Your name should also stand out with a font size between 20 and 28. Use 10-12pt. font for the rest of the CV to ensure readability.

3. Incorporate industry keywords and academic language (if applicable).

- Tailor your CV for each role/program by integrating field-specific keywords, terminology, and action verbs that reflect your scholarly experience and align with the position/program description.

4. Focus on accomplishments and impacts.

- Go beyond listing the duties of your experiences. Highlight your scholarly contributions, methodologies, collaborations, and measurable outcomes. Include publications, presentations, research methods, or technical proficiencies (if possible).

5. Research and customize.

- Understand the expectations for CVs in your specific field or discipline. Learn about the school or organization and the specific position or program. Customize your CV to reflect the skills and values they are seeking, and show how your background aligns with their mission, goals, and the qualifications of the job.

6. Proofread and get feedback.

- Carefully check your CV for grammar, punctuation, and formatting errors. Consider meeting with a Career Coach at the Center for Career and Talent Development here at Radford to help you. Sometimes you need another set of eyes to catch things you missed and offer helpful insights.

7. Properly saving your CV.

- Always save your CV in two formats: A Word document (doc or .docx) so you can easily edit it in the future, and a PDF for submitting to employers to preserve formatting. Use a professional, clear file name, such as FirstName_LastName_School_CV or FirstName_LastName_Position_CV (e.g., Bret_Highlander_RadfordAdmissions_CV.pdf). Avoid vague or informal file names.

8. Follow submission instructions carefully.

- If you are submitting it electronically, read the application instructions closely. When possible, submit your CV as a PDF to preserve formatting. Avoid using file types that may be altered or unreadable. (Even Word Documents should be avoided for submission, when possible.)

9. Keep it up to date.

- CVs are dynamic documents that grow with your academic and professional experiences. Make sure to update your CV regularly, especially before applying for new opportunities.

The Radford University CV Format

The format of a Curriculum Vitae (CV) can vary by discipline, so it's important to tailor the structure based on what is most relevant in your field. Typically, a CV begins with an Education section, followed by other categories organized by relevance to your academic or professional goals. Common Sections you may include are Academic and Related Employment & Experiences, Research Projects, Conference Papers & Publications, Leadership & Community Service, Grants & Awards, Presentations, Honors, Skills, and Relevant Coursework. Everyone's CV will look a little different—this example is meant to serve as a guide, not a strict template.

Your Name

Phone Number | Professional Email Address | City, State (Optional) | LinkedIn URL (customized) or E-Portfolio

Education

University/College Name, City, State (if multiple institutions/degrees please list in reverse chronological order)

Associates/Bachelor/Master/Doctor of [Degree] in [Major], Expected Graduation Month Year

Concentration in [Concentration] | Minor in [Minor]

GPA: [include if 3.0 or above] | Honors & Scholarships (if applicable)

Additional details you may choose to include:

- Relevant coursework (only if highly aligned with your field)
- Study abroad experiences
- Certifications earned through your academic program

Relevant Experience (This should be labeled relevant to the field versus saying “relevant” [e.g., Education Based Experience]) The content in this section could be research, work experience, internships, or courses/coursework)

List positions in reverse chronological order. This section can include full-time and part-time jobs, as well as internships, co-ops, research, clinicals, or other hands-on experience that is relevant to the job/industry/program.

(After relevant experience you will want to add additional sections for all your other information/credentials, with this there are seemingly endless possible sections but below are examples of some of the commonly added sections. You can use the format of the other section examples as a guide of how to format your relevant experience section.)

Other Experience (Could be research, work experience, internships, or courses/coursework)

List positions in reverse chronological order. This section can include full-time and part-time jobs, as well as internships, co-ops, research, clinicals, or other hands-on experience that is relevant to the job/industry/program.

Employer Name, City, State

Job Title, Start Month Year – End Month Year

- Use bullet points to describe responsibilities, accomplishments, and skills used
- Start each bullet with a strong action verb
- Quantify your impact when possible (e.g., “Increased sales by 20%”)
- Include tools, technologies, or methods relevant to your field

(If your co-op, internship, or other experience required an academic reflection or was credit-bearing, you can also note that briefly. Co-ops, internships, or other experiences can be listed under this section or combined with “Relevant Experience” depending on how many you’ve completed and how significant/relevant they were.)

Presentations, Conference Papers, and Publications (Could be academic presentations, poster sessions, lectures, panel discussions, peer-reviewed publications, or papers presented at professional conferences.)

Below are examples of how to format different types of scholarly work in this section. Be consistent in your citation style (APA, MLA, or discipline-specific), and list items in reverse chronological order within each sub-category.

Academic Presentations

Last Name, First Initial. (If MLA format: First Initial. Last Name.) (Month Year). *Title of Presentation*. Presentation at the [Event Name], City, State.

Poster Sessions & Conference Papers

Last Name, First Initial., (If MLA format: First Initial. Last Name.) (Month Year). *Title of Poster/Paper*. Poster/Paper presentation at the [Conference or Event Name], City, State

Lectures/Courses Taught

First Initial. Last Name. (Month Year). *Title of Guest Lecture (or Course Title if Instructor or Teaching/Graduate Assistant)*. Guest lecture (or Instructor [or Teaching/Graduate Assistant] depending on your position title) for [Course Code]: [Course Name], University Name.

Panel Discussions

Last Name, First Initial. (If MLA format: First Initial. Last Name.) (Month Year). *Panel Title or Topic*. Panelist at the [Event Name], City, State.

Peer-Reviewed Publications

Last Name, First Initial. (If MLA format: First Initial. Last Name.) (Year). Title of Article. *Journal Name*, Volume (Issue), Page–Page.

(The order of the subsections should be in order of relevance to the position/program. Make sure that within each subsection the items are listed in reverse chronological order. [If you have one of these experiences has other contributors, make sure to list them and order the contributors the same way in reverse chronological order separated by commas and a “&” before the last listed name; bolding and/or italicizing only your name.])

Leadership and Engagement (If you are a current student or recent graduate you can include clubs, organizations, student leadership roles, athletics, competitions, volunteer work, or class projects that demonstrate applicable and transferable skills.) (If you have already been in the workforce and/or had graduate assistantships/internships etc. where you have done any university/company service [such as serving on a hiring committee] this is also where it can be included.)

Organization Name, (School name if Applicable), City, State

Role/Position Held, Start Month Year – End Month Year

- Highlight leadership, teamwork, project management, communication, or initiative
- Follow the same format and bullet style as your Experience section

Committee or Task Force Name, Company Name, City, State

Role/Position Held, Start Month Year – End Month Year

- Follow the same format and bullet style as your other sections

Grants, Awards, Scholarships, & Honors

Name of Grant or Scholarship, Awarding Institution or Department, (Month Year or Range)

- [Optional: Brief description of purpose or selection criteria]

Name of Award or Honor, Granting Organization or Institution, (Month Year or Range)

- [Optional: Provide context, such as GPA requirement, leadership service, or selection process]

Certifications & Skills (Avoid listing general soft skills like “teamwork” or “time management”, instead provide evidence of those in your experiences. In this section, list technical skills, lab techniques, software proficiencies, programming languages, industry tools, foreign languages, and certifications that are relevant.

Curriculum Vitae (CV) Example

The Highlander

555-555-5555 | thighlander.radford@gmail.com | Radford, VA (Optional) | [linkedin.com/thehighlander](https://www.linkedin.com/thehighlander)

Education

Radford University, Radford, VA

Doctor of Education (Ed.D.), Educational Leadership | May 2026

Dissertation: "Bridging the Skills Gap: Integrating Career Readiness into the Curricula at Universities"

Radford University, Radford, VA

Master of Education (M.Ed.), Educational Leadership | May 2022

Focus Area: School and Division-Level Leadership

Capstone Project: Building Teacher Capacity Through Instructional Coaching Models in Secondary Schools"

Radford University, Radford, VA

Bachelor of Science (B.S.), Interdisciplinary Studies | May 2019

Dual Concentrations: Leadership Studies & Education

Capstone Project: "Fostering Inclusive Leadership in College Student Organizations"

Experience (These experiences would normally be separated into 2 sections (Relevant and Other [labeled based on the content within]) depending on what you are submitting the CV for, i.e. a job/school/program/etc.)

Adjunct Instructor, Leadership Studies | August 2025 – Present

Radford University (RU), Radford, VA

- Teach undergraduate course on leadership theory and practice, focusing on organizational behavior and ethics
- Develop course materials, including syllabi, assignments, case studies, and assessment tools aligned with departmental learning outcomes
- Lead engaging, discussion-based classes that encourage critical thinking and application of leadership concepts to real-world scenarios

Doctoral Intern, Office of Career Services | Summer 2024

Virginia Commonwealth University (VCU), Richmond, VA

- Partnered with career advisors to design virtual employer engagement events for graduate students
- Aided with data collection and analysis for career outcome surveys
- Facilitated workshops on professional branding and networking strategies

Graduate Research Assistant, Educational Leadership | August 2023 – May 2024

Radford University (RU), Radford, VA

- Conducted comprehensive qualitative and quantitative research, including designing surveys, performing data collection, and analyzing results to support faculty-led projects focused on enhancing career readiness programs and improving student success initiatives across diverse university populations
- Examined institutional data to assess the impact of experiential learning programs on student outcomes

Pre-Doctoral Fellow, Student Engagement | June 2022 – July 2023

Old Dominion University (ODU), Norfolk, VA

- Contributed in organization of virtual career fairs and employer
- Provided strategic support to orientation and transition programs for new students
- Designed assessment tools for evaluating student engagement across co-curricular activities

Graduate Assistant, Center for Career and Talent Development | August 2021 – May 2022

Radford University (RU), Radford, VA

- Assisted in organizing virtual career fairs and employer panels
- Managed social media outreach to increase student engagement with career services
- Presented career development workshops in person and virtually for RU affiliates

Graduate Assistant, Student Affairs | August 2020 – May 2021

Radford University (RU), Radford, VA

- Delivered leadership development workshops for student organizations focused on emphasizing inclusive leadership and campus involvement
- Coordinated communication between student groups and campus departments
- Surveyed and assessed student feedback to evaluate program effectiveness and student satisfaction

Orientation Intern, New Student and Family Programs | Summer 2019

Virginia Tech University (VT), Blacksburg, VA

- Supported planning and delivery of summer orientation sessions for new undergraduate students
- Collaborated with faculty and staff to develop engaging programming that promotes student success
- Compiled and analyzed participant feedback to improve future orientation initiatives

Presentations, Conference Papers, and Publications

Academic Presentations

Highlander, T., & Weaver, B. (March 2025). *Centering Career Readiness in Co-Curricular Leadership Programs*. Presentation at the Virginia Association of Student Affairs Professionals (VASAP) Conference, Roanoke, VA.

Poster Sessions & Conference Papers

Highlander, T. (February 2023). *Bridging Student Affairs and Academic Affairs to Promote Inclusive Leadership*. Paper presentation at the NASPA Region III Drive-In Conference, Lynchburg, VA.

Lectures/Courses Taught

T. Highlander (Fall 2025). *Leadership Theory and Practice*. Instructor for LEAD 200: Foundations of Leadership, Radford University, Radford, VA.

Panel Discussions

Crane, L., Ewing, R., & **Highlander, T.** (September 2022). First-Gen Voices in Student Leadership. Panelist at the First-Generation Student Success Symposium, Radford, VA.

Peer-Reviewed Publications

Highlander, T., Mashankar, P. (2024). Bridging the Gap: Integrating Career Competencies into General Education Curricula. *Journal of Leadership and Student Development*, 12(1), 23–36.

Leadership and Engagement

Graduate Student Advisory Council, Radford University, Radford, VA

Chair, August 2020 – May 2022

- Led monthly meetings to represent graduate student concerns to university administration
 - Collaborated with faculty and staff on policy recommendations to enhance graduate student success
 - Oversaw planning of professional development workshops and social events to foster community among graduate students
-

Grants, Awards, Scholarships, & Honors

Leadership in Higher Education Scholarship, Radford University Foundation | August 2024 – May 2025

- Competitive scholarship recognizing academic excellence and commitment to leadership in student affairs or university administration

Career Services Innovation Award, Virginia Association of Colleges and Employers (VACE) | Summer 2024

- Honored for contributing to a high-impact, student-centered career readiness initiative during an internship

Emerging Scholar in Student Affairs Award, NASPA Region III | Spring 2023

- Selected for early scholarly contributions to the field of student affairs and higher education administration

Graduate Student Research Grant, Radford University College of Education and Human Development | Fall 2023

- Awarded to support dissertation research on integrating career readiness into higher education curricula

Outstanding Graduate Student in Educational Leadership, Radford University | May 2022

- Selected by faculty for academic excellence and leadership contributions in the M.Ed. cohort

Orientation Leader Recognition Award, Virginia Tech New Student & Family Programs | Summer 2019

- Acknowledged for exemplary teamwork, mentorship, and commitment to first-year student success

Dean's List, College of Education and Human Development, Radford University | May 2016 – May 2019

- Maintained a GPA of 3.8+ each semester while completing undergraduate coursework

Certifications & Skills

Certifications

- *Gallup-Certified CliftonStrengths Coach*, Gallup Organization | Expected October 2025
- *NASPA Certified Peer Educator Trainer*, NASPA | May 2024

Technical Skills & Tools

- Qualtrics (Survey Design & Data Analysis)
- Simplicity CSM and Handshake (Career Management Platforms)
- D2L Brightspace (Course Management & Instructional Design)
- Banner and StarRez (Student Information Systems)
- Microsoft Office Suite (Advanced Excel, PowerPoint, Word)
- Canva & Adobe Express (Visual Design for Educational Materials)
- Zoom, Microsoft Teams, and Google Workspace (Virtual Collaboration Tools)

Languages

- English (Native Proficiency)
- Spanish (Conversational)