

CON Student CV Guide

Rules, Examples, and Common Questions

Use with the Preferred College of Nursing Academic Curriculum Vitae (CV) Template and Sample

WHAT IS A CURRICULUM VITAE?

Your Curriculum Vitae (CV) is a **professional, academic record** of your education, licensure, certifications, professional experience, and scholarly activity.

Unlike a resume, a CV:

- Documents your professional development over time
- Uses a standardized academic format
- Is a living document that will grow throughout the MSN or DNP program and beyond

Early-stage expectation: You are not expected to have extensive scholarship or academic service early in the program. The goal is to establish the correct structure now so your CV can evolve appropriately.

REQUIRED RESOURCES

Use all three resources together:

1. **Preferred College of Nursing Academic Curriculum Vitae (CV) Template**
Available in the MSN or DNP Student Resources Canvas course. Use this editable Word document to create and maintain your CV. It is the controlling reference for section names, order, structure, and city/state formatting.
2. **Preferred College of Nursing Academic Curriculum Vitae (CV) Sample**
Use the PDF as a non-editable reference example of the same current CV format.
3. **This Guide: CON Student CV Guide: Rules, Examples, and Common Questions**

Template/sample alignment: The editable Preferred CV Template and the PDF Sample use the same substantive section structure and formatting expectations. Use the editable template to create your CV and the PDF sample as a reference.

QUICK RULES

1. Use the Preferred CV Template

- Use the section names, order, and overall structure shown in the Preferred College of Nursing Academic Curriculum Vitae (CV) Template.
- Delete all instructional text and placeholders before submitting your own CV.
- Do not add, rename, combine, or reorder headings.

2. Use Reverse Chronological Order

Within every section, list the most recent item first.

3. Include Relevant Professional Content

Do not include:

- High school jobs
- Unrelated employment
- Routine undergraduate nursing rotations

Limited exception: You may include your undergraduate senior or synthesis practicum only if you have fewer than two years of RN experience and it strengthens your CV. Once DNP practicum begins, those experiences take priority.

4. Temporarily Remove Sections That Do Not Apply

Early graduate students may temporarily remove unpopulated sections, such as:

- Honors & Awards
- Research Activities
- Publications
- Presentations
- Professional Service
- Community Service
- Academic Service
- Academic Engagement

Important: This is normal and expected. Keep a clean copy of the complete section list so headings can be added back as your experience grows.

SECTION-BY-SECTION GUIDE

Professional Education

- List the institution, city and state, degree and field of study, and month/year conferred or expected.
- List the most recent degree first.
- List the current MSN or DNP degree as in progress and include the expected completion date.
- Do not place MSN or DNP after your name until the degree has been officially conferred.

Professional Licensure & Certifications

- List RN licensure for all states held, followed by APRN licensure when applicable.
- List relevant current certifications, such as BLS, ACLS, PALS, specialty board certification, or leadership certification. Include expiration dates when available.
- Anticipated examinations or certifications may be listed when clearly labeled as anticipated.
- Formal vendor or product certifications, such as an active Epic certification, belong here. Epic training that did not result in certification belongs under Continuing Education.
- Professionally relevant license numbers, certification numbers, and a National Provider Identifier (NPI) may be included when appropriate. Verify all identifiers carefully.

For the standard order of nursing credentials, review the American Nurses Credentialing Center (ANCC), [How to Display Your Credentials](#).

Professional Experiences

- Include position title; institution or organization; city and state; and dates (mm/yyyy).
- Once applicable, include MSN or DNP practicum site, preceptor name and credentials, and hours completed.
- Do not list job duties. The CON student CV format documents roles, not task descriptions.

Professional Memberships

- Spell out each organization name and provide the abbreviation in parentheses.
- Include years of membership.
- Identify membership status or leadership roles when applicable.

Honors & Awards

- List professional honors and awards with the year conferred, most recent first.
- Sigma induction is considered an honor and belongs in this section.

Research Activities

- List applicable projects or studies, dates, titles, grant numbers, funding agency, your role, and funding amount.

Publications

- List publications most recent first, use APA 7 reference formatting, and bold your name.

- Use subsections when applicable, such as journal articles, books and book chapters, media interviews or opinion editorials, and published abstracts.

Presentations

- Include the presentation date, authors, title, presentation type, program or conference, sponsoring organization, and location.
- List presentations most recent first and bold your name in the author list.

Professional Service

- Include service to professional organizations, such as committee work, abstract review, grant review, or scholarship review.
- Include dates, role, and organization or program.

Community Service

- Include volunteer or board service related to health, leadership, service, or advocacy.
- List the most current activity first and include dates, role, and organization.

Academic Service

- Use this section for academic service performed as a university employee, such as committee membership, advising, or thesis/dissertation service.
- Most first-semester graduate students will not have Academic Service yet.

Academic Engagement

- Include courses or clinicals taught, guest lectures delivered, and teaching assistant roles.
- Do not list courses completed as a student.

Continuing Education

- Include relevant continuing education activities appropriate to your professional record.
- Include dates, organization or conference, location, and CE hours.

FORMATTING, PRIVACY, AND ACCURACY

Professional Presentation

- Use consistent formatting, spacing, capitalization, and alignment.
- Proofread grammar, spelling, and punctuation.
- Submit the CV as a Microsoft Word document (.docx).
- Use the filename example: LastName_FirstName_DNP_CV.docx.

Privacy

- Use your name, earned credentials, and a professional email address.
- The preferred CV format uses a professional email address and does not include a home street address or personal telephone number.
- Never include a Social Security number.
- Professionally relevant license numbers, certification numbers, and an NPI may be included when appropriate.

Accuracy Matters

Only include information you can verify. Your CV should reflect current accomplishments and clearly labeled in-progress or anticipated items, not unsupported future goals.

FREQUENTLY ASKED QUESTIONS

Is my CV supposed to feel short right now?

Yes. A concise CV is normal for first-semester graduate students. The goal is correct structure, not length.

What if I do not have anything for a section?

Delete that section for now. This is expected early in the program. Keep the complete section list for future updates.

Should I include undergraduate clinical rotations?

Generally, no. Use the limited senior or synthesis practicum exception described under Quick Rules. Once MSN or DNP practicum begins, those experiences take priority.

Where do committee roles belong?

Use Professional Service for service to professional organizations. Use Academic Service for service performed as a university employee.

Where do BLS, ACLS, and similar items go?

Place them under Professional Licensure & Certifications and include expiration dates when available.

Where do Epic certification and Epic training belong?

Place an active Epic certification under Professional Licensure & Certifications. Place Epic training that did not result in certification under Continuing Education.

What counts as Academic Engagement?

Courses taught, guest lectures delivered, and teaching assistant roles. Do not list courses completed as a student.

Should I include volunteer or community work?

Yes, when it relates to health, leadership, service, or advocacy. Place it under Community Service.

Do I include job duties under Professional Experiences?

No. List titles, organizations, locations, dates, and practicum hours only.

Can I list anticipated certifications or examinations?

Yes. Clearly label them as anticipated.

How do I know where something belongs?

Use the section that best represents the activity and avoid duplicate entries. Education or training belongs under Professional Education or Continuing Education; employment under Professional Experiences; teaching under Academic Engagement; scholarship under Research Activities, Publications, or Presentations; and service under Professional, Community, or Academic Service.

PURPOSE OF THIS GUIDE

This guide is designed to:

- Promote consistency in CON student CV preparation
- Reflect realistic expectations based on stage of training
- Reduce confusion and unnecessary revision
- Support consistent CV preparation across the MSN &/or DNP program and applicable course assignments

Evaluation focus: Accuracy, professionalism, and adherence to the preferred structure are more important than the number of accomplishments listed.

KEEP YOUR CV UPDATED

Your CV is a living document. Plan to update it:

- At least once per year
- Ideally at the end of each semester

Regular updates will make it easier to:

- Maintain your professional and academic portfolio
- Apply for professional opportunities
- Prepare for dissemination and leadership roles
- Transition confidently into your MSN or DNP-prepared practice