# Curriculum Vitae Formatting Guidelines

## Required Components

- Heading titled "Curriculum Vitae"
- Your name as listed on MyUNLV and your Cover Page
- A non-UNLV email address (Gmail, Yahoo, Hotmail, etc.)
- Must NOT contain personal information like phone number or address (UNLV phone number and address or GoogleVoice phone number are permitted, but these must be labeled as such)
- You may include additional information from your current CV, but these are the minimum requirements

## Formatting Requirements

- The name of this section must be Curriculum Vitae. **No other heading will be accepted**
- The section must appear in your Table of Contents. It must be the final item in your document and therefore the final item in your Table of Contents
- It must include page numbers, and these must be in sequence with the previous page of your document
- This section may be single-spaced
- The font and font size must be the same as the rest of the text
- Hyperlinks to external sources must be in black text

## Things to Remember

- The Curriculum Vitae should be of professional quality. It does not need to be long, but it does need to be clear and provide some form of contact information so peers and other researchers may contact you regarding your work in the future
- Do not include your personal phone number or address, and do not use your UNLV RebelMail as this will become inactive. We recommend using a personal email address and/or a GoogleVoice number

- The format should be according to the norms of your discipline as per your committee chair's advice. You can find more information on creating a Curriculum Vitae at Purdue Owl Writing Lab – Writing the Curriculum Vitae

**Curriculum Vitae Sample 1:**

**Curriculum Vitae**

Rachel Sanchez
xyzemail@gmail.com

Education
Master of Arts – Clinical Psychology
University of Nevada, Las Vegas
December 2025

Bachelor of Arts – Psychology
University of Nevada, Las Vegas
May 2021

**Curriculum Vitae Sample 2:**

Curriculum Vitae
Jarome Koch

**Contact Information:**
*Email address:* emailxyz@yahoo.com

*Address:*
Department of Computer Science
University of Nevada, Las Vegas
Mail Stop: 4019
4505 S. Maryland Pkwy.
Las Vegas, NV 89154

**Education**
Doctor of Philosophy – Computer Science
University of Nevada, Las Vegas
December 2025

Master of Science in Computer Science
University of Nevada, Las Vegas
December 2021

Bachelor of Science in Computer Science
University of Nevada, Las Vegas
May 2018

**Curriculum Vitae Sample 3:**

Curriculum Vitae

Walter Tran
Xyzemail2@gmail.com
GoogleVoice Phone Number: 1 (234) 567-8900