



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.) or your UNLV Alumni email address (@alumni.unlv.edu)
- An education section listing your post-secondary degrees and the universities they were conferred from (Bachelor's, Master's, and Doctoral degree(s) as applicable)
- Must NOT contain personal information like phone number, address, or CV photo (UNLV phone number and address or virtual 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 not be in an appendix
- 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 and must be descriptive, rather than a web address (for instance, "[UNLV Thesis & Dissertation Guidelines page](#)" rather than "<https://www.unlv.edu/graduatecollege/thesis>")

Accessibility note: A hyperlink that is a description of the destination page is accessible, while a full URL (web address) is not. If the URL itself is a link, a screen reader will read the full URL twice

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, photo, or address. Remember the internet is forever and can be dangerous. Do not volunteer personal information
- Do not use your UNLV RebelMail (@unlv.nevada.edu) as this will become inactive once your degree is conferred. We recommend using a personal email address, your UNLV Alumni email address (@alumni.unlv.edu) and/or a virtual phone 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
Email: xyzemail@alumni.unlv.edu
Virtual Phone Number: 1 (234) 567-8910

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@gmail.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