

Curriculum Vitae (CV) Writing Guidelines

Purpose

The Curriculum Vitae (CV) provides the Admissions Committee with a comprehensive overview of your academic background, research experience, technical skills, and achievements. Unlike a résumé prepared for employment, an Academic CV focuses on your education, research activities, scholarly accomplishments, and potential as a future researcher. Applicants should prepare their CV in **free format** while ensuring that the information is clearly organized and easy to read.

The Aqualogy Graduate Program values applicants who demonstrate not only academic excellence, but also curiosity, initiative, interdisciplinary interests, international communication skills, and the potential to contribute to solving global water-related challenges through science and technology. Applicants are encouraged to highlight experiences that reflect these qualities.

General Requirements

- Language: English
- Format: Free format (Academic CV)
- Length: Approximately 2 to 4 pages
- File format: PDF
- Font: A clear, readable font (e.g., Arial, Calibri, Times New Roman, 11 to 12 pt)

Required Sections

1. Personal Information

Include:

- Full name
- Nationality
- E-mail address

If applicable, you may also include:

- ORCID
- Google Scholar profile
- ResearchGate profile
- Personal or research webpage

Do not include:

- Passport number
- Marital status
- Religion
- Photograph (optional)
- Family information

2. Education

For each degree, include:

- Institution
- Country
- Degree
- Major
- Dates of attendance
- GPA

---- Example -----

- B.Sc. in Chemistry
- Shinshu University, Japan

- April 2023–March 2027 (expected)
- GPA: 3.72/4.00 (grading scale)

3. Research Experience

For each research experience, describe:

- Laboratory
- Supervisor
- Research topic
- Research period (month and year)
- Your main contributions

Focus on **your own role** and contributions rather than describing only the overall project.

If you have no formal research experience, write “None” or “Not applicable.”

4. Thesis

List your bachelor’s and/or master’s thesis, as applicable. Include the title and supervisor. If you have not completed or started a thesis, write “None” or “Not applicable.”

5. Publications

List publications under appropriate categories. If you have no publications, write “None.”

- Peer-reviewed papers
- Submitted manuscripts
- Conference proceedings

Clearly distinguish published, accepted, submitted, and unpublished work. Do not list unpublished work as published.

6. Conference Presentations

List oral and poster presentations. For each presentation, include the title, conference name, presentation type, and year. If you have no conference presentations, write “None.”

7. Awards and Honors

List relevant awards and honors. Examples include scholarships, academic awards, best presentation awards, and Dean’s List recognition. If you have none, write “None.”

8. Technical Skills

Describe technical skills relevant to your academic and research background. Where possible, indicate your level of experience rather than simply listing technique or software names.

Examples - Experimental: XRD, SEM, TEM, XPS, electrochemistry, water analysis

Examples - Computational: Python, MATLAB, COMSOL, DFT, machine learning

If you have no relevant skills in one of these categories, write “None” or “Not applicable.”

9. Additional Activities

Include relevant activities such as teaching assistant experience, internships, leadership, outreach, or volunteer activities. If you have no applicable activities, write “None.”

Recommended Order

1. **Personal Information**
2. **Education**
3. **Research Experience**
4. **Thesis**
5. **Publications**

6. **Conference Presentations**
7. **Awards**
8. **Technical Skills**
9. **Additional Activities**

How the CV Is Used in the Admissions Review

The Admissions Committee uses the CV to understand the applicant's academic preparation, research experience, technical expertise, scholarly activities, communication ability, leadership and initiative, and overall preparation for graduate research. The CV is considered together with the other application materials; no single item is evaluated in isolation.

Tips for Preparing a Strong Academic CV

A strong CV should:

- Be concise and well organized.
- Present information in reverse chronological order.
- Clearly distinguish your own contributions.
- Use consistent formatting throughout the document.
- Include only accurate and verifiable information.

Avoid

- Listing every university course taken.
- Including unrelated personal information.
- Exaggerating achievements.
- Using decorative designs or excessive colors.
- Copying a job résumé format.

Checklist Before Submission

Confirm that your CV:

- ☐ Is written in English.
- ☐ Includes all required sections, using "None" or "Not applicable" where appropriate.
- ☐ Clearly describes your own research experience and contributions.
- ☐ Accurately lists publications and presentations.
- ☐ Uses month and year where dates are requested.
- ☐ Is well organized and easy to read.
- ☐ Has been carefully proofread.