

Format and Content are Key!

Carefully review the evaluation criteria on the [Knauss fellowship website](#), specifically “additional relevant experience” for the development of your CV. Ensure your CV is two pages maximum. Do not include personal contact information or web links.



Demonstrate and Highlight Diversity

“Additional relevant experience” is worth 40% of your overall application score! The review panel is looking for fellows with diverse interests and experiences. This includes racial diversity, ethnic diversity, academic/coursework diversity, leadership positions, and extracurricular activities. Stakeholder diversity, the diversity of people you have worked with on teams as colleagues, funders, primary investigators, etc, is an important indicator of communication skills. Your past employment (paid or unpaid), volunteer, research, outreach, and policy experiences are important to your current perspectives and strengths, so embrace your breadth and depth of knowledge and experience when developing your CV! Relevant courses, workshops, or other skills training are great to highlight here, as are other skills such as foreign language proficiency.

Consider and highlight experiences besides what is typically considered important in an academic setting, including unpaid, volunteer, and non-scientific positions you’ve held. How has your experience working at a clothing store or volunteering with your local Boys & Girls Club helped you to develop leadership skills? Be creative and represent yourself accurately and broadly.

Use Headers and Embrace the White Space

For the Knauss CV, put aside what you know about developing a typical CV. You want to highlight your broad expertise and interests, instead of focusing deeply on the main subject of your expertise. If you come to the Knauss with a lot of past experience, highlight the most relevant or most recent while retaining evidence of your diverse portfolio (for example, if you were a field technician for 3 different projects, you may list this experience once with associated dates instead of taking up 3 lines of your CV. Use headers to guide the reviewer to the most important information you want them to know about you; separate your experience into relevant headers if you can (for example, academic vs practical vs leadership skills). Consider using the evaluation criteria (e.g., extra-curricular activities, honors and awards) as headers. Include deliverables and products that demonstrate written and oral communication (e.g., conference presentations, publications).

Think about how you want to order your sections. Start with your Education and then you may want to follow with Outreach and Leadership before you get into Research. Make sure your CV reflects your well-roundedness rather than a strictly academic view of your experience. The Knauss CV is not necessarily “typical” for an academic audience in terms of format or content.

Think Outside the Box

Remember, the Knauss CV is not intended for the same audience as a typical CV. You may include things in your Knauss CV that you typically would not for a job application (e.g., outreach activities, volunteer experiences, work experience in fields other than marine and coastal, hobbies, and other activities that demonstrate your communication and leadership skills, resilience, and personal and professional growth. You may focus on graduate or undergraduate work in your CV, so consider digging up old

projects if they're relevant. This could be a great place to highlight experiences and efforts to increase diversity and inclusion in your spaces.

Additional Recommendations from Reviewers

We suggest using 12pt font (Arial, Times New Roman, or similar), including your name and "CV" in a header or footer, and proofreading carefully. You can use formatting like headers, white space, bold/italics, etc to guide the reviewer and make the CV easier to read. Reviewers are reading many CVs, so make yourself stand out!