

Instructions for Preparing the DDRA Version of Your CV

Each DDRA applicant must prepare a CV to be uploaded as part of the application materials. Submit your draft CV to the Project Director via email as a Word document (not PDF) by the deadline listed in the DDRA timeline. The Project Director will provide feedback and you will upload a (revised, if necessary) version in G5 as part of your online application package.

From the US Department of Education

Your DDRA-specific CV should “give a panel of scholars a comprehensive view of your past achievements, ability to successfully complete the particular research described in this proposal, and overall promise as a teacher and/or research scholar.”

Tailor CV Sections to Your DDRA Proposal

- Coursework dealing with area studies specialization and research methods
- Foreign language study
- Fellowships, honors, awards
- Publication record (including conference presentations)
- Teaching, work, and volunteer experience
- Fieldwork experience
- Professional memberships

Things to Keep in Mind

- The applicant uploads PDF of the CV in G5
- There is no prescribed length but keep it tight (recommended length of 3-6 pages).
- Use an approved 12-point font (match the font of your narrative and bibliography).
- Highlight area studies courses and language training on the first page.
- Refer to the Technical Review Form and Guidelines for Student Applicants (Item 28) for further details.
- Use the CV to address the Technical Review Form questions on “Qualification of the Applicant.”
- Sample DDRA CVs are available on the DDRA resources website.