

NAME

Contact information.

(Include any of: phone, cell phone, mailing address, email, URL. It isn't necessary to provide home and work contact information unless you wish to. Provide numbers only for phones from which you're sure you'll get any messages.)

OBJECTIVE

This is normally omitted on a c.v. for an academic institution. Objectives are commonly used in applications to business. If you use an objective, give a simple, clear statement of the type of position you are seeking.

EDUCATION

Institution, City and State, Degree, Field, Date [Or use 2 lines for this information.]

Dissertation:

Advisor: Or you can say "Committee" and include all committee members' names. This is sometimes done if everyone on the committee is well-known in your field.

Additional information you can include under a degree-granting institution includes honors, areas of specialization, and dates comprehensive exams were passed.

When you discuss a master's degree, if it required a thesis, also include thesis title and advisor.

Start with your most recent education and work backward. Omit secondary school.

HONORS AND AWARDS

Award, Date

Include only if you have substantial ones. As explained above, award can also be included under Education. If you received awards from another country, give a brief explanation to make them meaningful. For example, "Awarded to the top 1% of students graduating nationally."

RESEARCH EXPERIENCE

Use reverse chronological order. This example has "Research Experience" and "Teaching Experience. You might use other categories or say simply "Experience." If you're applying to an institution which stresses teaching, put the teaching category first.

Institution, Position

Date

Text discussing overview of research, stressing purpose of research and conclusions. Make this interesting!

- You can then bullet particular features of the research, whether techniques
- or particular responsibilities, such as purchasing equipment.

Name, p. 2
Put your name and a
page number on each
page after the first.

TEACHING EXPERIENCE

Title, **Institution**, Course Title,

Date

If you are applying for a job for which teaching is very important, also give some detail about your role and responsibilities in a course. If you have none, you could include supervision of students in your lab in this category.

PRESENTATIONS

Give presentations at meetings in standard citation format. If you were invited to speak at an institution, give title of talk, name of institution, and date. If you don't yet have many publications or presentations, they could be grouped together in a "Presentations and Publications" section.

PUBLICATIONS

JOURNAL ARTICLES

List publications in standard citation format.

REVIEWS

List reviews in standard citation format.

RESEARCH INTERESTS

Typically provided only for a faculty application, this is a list of fairly specific areas in which you intend to pursue research. This section is optional.

TEACHING COMPETENCIES (or INTERESTS)

This section is optional. It may be somewhat tailored to a particular application.

SKILLS

You may include lists of important research techniques or computer languages, subdividing them with sub-headings if the list is long. The list can be useful if you are applying for a postdoc or a professional position. It is commonly omitted for faculty positions.

Name, p. 3
Put your name and a
page number on each
page after the first.

PROFESSIONAL AFFILIATIONS

Association, Date

If you have been active in scholarly or professional organizations, you might include your leadership roles in a section called “Professional Activity.” It could also include any conference sections that you organized.

REFERENCES

Name, contact information.

These can also be listed on a separate sheet. They are usually included on a c.v. if they are well-recognized.

ADDITIONAL INFORMATION

This is an optional section in which you can include miscellaneous information that might be of interest, such as community activities, knowledge of foreign languages, or interests. It is more common to use this section in industry than in academia. If your undergraduate degree is from outside the United States, which may make employers wonder about U.S. work permission, include any favorable visa status.