

NAME

Contact information.

[Include phone, mailing address, email, and URL, if you have one.]

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.]

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

[Some people include their postdoctoral appointment under “Education.” Others list it under “Experience.” Even if you list it under “Education,” be sure to talk about it in more detail under “Experience.”]

HONORS AND AWARDS

Award, Date

[Include only if you have substantial ones. 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.”]

Institution, Laboratory Supervisor, 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.

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.]

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

SEMINAR TALKS

Invited Speaker, Title of Talks, **Institution**, Location, Date

[This is an example of a category that might exist for one person and not for another. Choose categories to reflect your own strengths.]

PUBLICATIONS

JOURNAL ARTICLES

[Publications listed in standard citation format.]

REVIEW ARTICLES

[Review articles listed in standard citation format.]

ABSTRACTS

[Abstracts listed in standard citation format.]

SKILLS

[You may include lists of important research techniques or computer languages, subdividing them with sub-headings if the list is long. This is more commonly done for postdocs or industry positions than it is for faculty positions.]

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.]