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## **CURRICULUM VITAE (CV) TEMPLATE**

FOR ACADEMIC & RESEARCH CAREER PATHS

A CV includes more information than a typical resume and is usually more appropriate for roles in academia (postdocs, faculty positions, etc.). Below are some common sections to include on a CV; choose sections that are relevant to your background and add additional sections as necessary. It is also helpful to look at the CVs of your professors to get a sense of style and content for your field.

### **CONTACT INFORMATION**

Name, email, phone number, address, website URL, LinkedIn URL

### **EDUCATION**

Institution, Location, Graduation Date

Degree and Field

- Dissertation Title; Advisor Name (optional)

### **HONORS & AWARDS**

Award, Date

Only include significant awards and grants relevant to your research. Can also include a brief explanation (E.g. "Prize awarded to top 1% of graduating students").

### **RESEARCH EXPERIENCE**

Institution/Organization, Location, Start/End Date

Position, Laboratory Name and/or Supervisor

- Description of research, techniques, outcomes, and duties.

### **TEACHING EXPERIENCE**

Institution, Location, Start/End Date

Position, Course Title

- Description of duties, topic areas, students, etc.

### **WORK/INTERNSHIP EXPERIENCE**

Organization, Location, Start/End Date

Position

- Description of activities and accomplishments

### **PUBLICATIONS**

List articles, abstracts, reviews, etc. in standard citation format.

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**CONFERENCE PRESENTATIONS/POSTERS**

Conference, Location, Date

Presentation or Poster Title

**PROFESSIONAL AFFILIATIONS**

Association, Leadership Position (if applicable), Date

**TECHNICAL SKILLS**

List relevant research techniques/methodologies, software programs, and computer languages.

**CERTIFICATIONS**

Certification name, ID number (if applicable), Date

**Other Helpful Tips**

- Student CVs are typically 2-3 pages; include your name and page numbers
- Keep formatting consistent and simple: 10-12pt font; 0.5-1inch margins; no tables, graphics, or colors
- List experiences in *reverse* order (most recent items listed first)
- Do not include personal information (gender, marriage/family status, race/ethnicity, nationality, etc.)
- References should be listed on a separate page and only provided upon request