

Name (14pt-16pt font)

Postal Address

Phone Number

Professional Email Address

Portfolio, Website or LinkedIn Address (Optional)

EDUCATION

Institution

Doctor of Philosophy (PhD) in Degree
Dissertation (if applicable)

City, State
Month and Year Received/Expected
GPA:X.XX/4.00

Institution

Master of Science (MS)/Art (MA) in Degree
Thesis (if applicable)

City, State
Month and Year Received/Expected

Institution

Bachelor of Science (BS)/Art (BA) in Degree
Minor/Emphasis

City, State/Country
Month and Year Received

SKILLS

List skills in order of what most pertains to your field. Skills can include language, technical, or laboratory.

Skill 1

Skill 2

Skill 3

Skill 4

Skill 5

Skill 6

RESEARCH EXPERIENCE

Department Name, Institution

Your Role (Job Title)

City, State
Month and Year Range

- Start off with action verbs (i.e. researched, investigated, tested, analyzed, etc.) to describe your research experience
- Include #, \$, or % if possible to help the reader understand the scope of what you did
- Be sure to include any technical, computer, laboratory, or other skills that you gained through this experience
- Use industry jargon and terminology in this section

TEACHING EXPERIENCE

Department Name, Institution

Your Role (Job Title)

City, State
Month and Year Range

- Discuss topics you covered, # of sections taught, level of students taught, and so on
- Mention teaching methods (lecture, handouts, discussion groups, etc.)

SELECTED PUBLICATIONS / PRESENTATIONS

This section should be formatted in your field's citation style (APA, MLA, Chicago, etc.). Always bold your name within formatting to indicate your level of involvement. Remember to make a note if the publication/presentation is pending.

OTHER EXPERIENCE

Name of Company

Your Role (Job Title)

City, State
Month and Year Range

- Include industry experiences in your field of interest that you would still like to include on your CV

PROFESSIONAL AFFILIATIONS

Organization Name, Your Role (if applicable)

Month and Year Range

- Keep this section focused solely on associations specific to your area of study

HONORS AND AWARDS

Name of Honor / Award / Grant

Year Awarded

- This section could include assistantships, scholarships, or other forms of recognition

INVITED LECTURES

Title

Date

Institution

City, State

LANGUAGES

List any languages and proficiency levels

SERVICE PROJECTS

Organization Name, *Your Role (if applicable)*

Month and Year Range

CERTIFICATIONS

Title of Certification, *Awarding Association*

Month and Year Range