

Curriculum Vitae Template

This template is a good starting point for higher-level academic students developing their Curriculum Vitae (CV). The best way to locate examples of CVs is to request permission to see the CVs of professors or professionals in your particular field. Moreover, do not forget to ask your career counselor, professors, and/or other mentors from your field to review all job/graduate school application materials prior to submission.

Below is a general outline of a CV – note that your CV may not include all of these categories:

- Heading and Contact Information
- Education + Dissertation and/or Thesis Topic
- Research Interests/Research Profile
- Research Experience
- Areas of Teaching Expertise
- Teaching Experience
- Areas of Clinical Expertise/Interest
- Clinical Experience
- Awards/Distinctions
- Professional Memberships/Organizations
- Community Involvement/Administrative Activity/Service
- Publications/Presentations/Abstracts
- References

Overall, keep the format of your CV clean and use white space to draw the reader's eye to important information. Because a CV can be longer than a resume, it is possible to use 1 inch margins and plenty of spacing between sections and bullet points.

As you become established in your career, the format and focus of your CV may change as you reorder sections to provide the most important information first.

Sample CV Template

Your Name (bold, large, 14-18pt)

Street Address, City, State ZIP

Phone Number (where you can be reached during normal business hours)

Professional Email Address

EDUCATION

Doctor of Philosophy, Major

Date/Expected Date

Name of University, City, State

- Dissertation: Title
- Comprehensive/preliminary exam fields

Master of (Science, Arts, Engineering), Major

Date

Name of University, City, State

- Thesis title
- Academic honors or distinctions (e.g., Summa Cum Laude)

Bachelor of (Science, Arts, Engineering), Major

Date

Name of University, City, State

- Academic honors or distinctions

Research Interests/Research Profile

Primarily for academic and research-focused positions - Provide an abstract of no more than 1 or 2 paragraphs to outline current and prospective areas of research. This section quickly conveys to search committee members that your area of research: (1) matches the position, (2) is significant to the discipline, and (3) will continue to contribute to the field in the future. Researchers in more technically oriented fields might also specify the primary techniques, approaches, languages or instrumentation used in conducting their research.

Research Experience

List all research positions held, including doctoral thesis/postdoctoral research and any industrial or other experience that held a relevant research component. For example:

Postdoctoral Fellow, Department/Lab Dates (e.g., May 2012-Present)

University/Company, City, State

- Use short, bulleted lists to outline the research subject and process; ensure that all information is relevant to the position
- Focus on discrete outcomes (results, publications, etc.) or skills gained (techniques, instruments, etc.)
- Describe the experience in linear and concrete statements

Research Assistant, Department/Lab Dates

University/Company, City, State

- Use short, bulleted lists to outline the research subject and process; ensure that all information is relevant to the position
- Focus on discrete outcomes (results, publications, etc.) or skills gained (techniques, instruments, etc.)
- Describe the experience in linear and concrete statements

On the pages following the first page of your CV, include the following information in your Header:

- Name
- Page #

Areas of Teaching Expertise

Primarily for academic and teaching-focused positions – Consider a bulleted list that includes areas, topics, and subjects that you feel confident and qualified to teach. This information is based on your actual teaching activity and advanced coursework completed in these subjects. Explore the course catalog of the target department or institution and list in order of relevance to the institution’s needs.

Teaching Experience

This list should include teaching assistantships and all course taught. For academic and teaching positions, the teaching sections may precede the research sections. List the course name, when and where it was taught, a course number, and concise content information. The emphasis on this list should be as consistent with the job description as possible. Highlight general teaching aptitudes by noting awards or evaluations that help to establish your skills. For example:

Lecturer Dates

University Name, City, State

- Course Number and Name (Student overall evaluation: 5/5)
Short statement that outlines the content of the course
- Course Number and Name
Short statement that outlines the content of the course

Teaching Assistant Dates

University Name, City, State

- Course Number and Name
Short statement that outlines the content of the course

Areas of clinical Expertise

Primarily for academic positions involved in direct service training and positions involved in direct service delivery – If this section is included, consider a bulleted list that includes areas of expertise or areas of specific training. This should be targeted toward the target department or agency’s needs and can precede other sections.

Clinical Experience

This list can include clinical experiences obtained after training and, when applicable, experiences during training (e.g., doctoral internship in psychology, residency, practicum, etc.). For those with significant clinical experience or to highlight specific experiences, consider breaking this into multiple sections by professional status, area of practice, etc.). For example:

Staff Psychologist Dates

Agency/Company Name, City, State

- Use short, bulleted lists to outline the job duties; ensure that all information is relevant to the position
- Focus on discrete outcomes or skills gained
- Describe the experience in linear and concrete statements

Intern (Note accreditation and/or hours per week where applicable)Dates

Agency/Company Name, City, State

- Use short, bulleted lists to outline the job duties; ensure that all information is relevant to the position
- Focus on discrete outcomes or skills gained
- Describe the experience in linear and concrete statements

Awards/Distinctions

List awards in this section in reverse chronological order with award amounts. If you have a fairly short profile, for instance one per degree, you may choose to capture these as bulleted points under the relevant degree in the education section. If you have a fairly lengthy profile, you may choose to divide these into multiple categories (e.g., Research Fellowships and Grants, Awards and Honors, Travel Awards, etc.). For example:

Name of Award [amount] Date

Awarding body/organization

Alternatively

Name (PI), Funding Organization (e.g., NIH) and Number

Dates

Title of project

Grant/fellowship amount. Status of application (e.g., Awarded, In preparation, etc.)

Professional Memberships/Organizations

Your membership in professional organizations can indicate a pattern of professional involvement to potential employers and communicates your contribution to your field. Include dates of membership for each organization. If you held a leadership position or an office, include bullets to demonstrate your initiatives and accomplishments. For example:

Name of Professional Association, Role (e.g., Student Affiliate, Member, Secretary, etc.) Dates

Publications/Presentations/Abstracts

Shorter lists of publications and presentations can be listed here as a simple bulleted list using the format required by your discipline (e.g., APA, MLA, etc.). More extensive and varied publication lists should be organized by appropriate subsections (e.g., Peer-Reviewed Publications, Book Reviews, Conference Presentations and Posters, etc.). The sequence can be formatted based on single or lead authorship or be listed in reverse chronological order. Publications can be listed with qualifying statements (e.g., Submitted, Under Review, In Revision, etc.).

Community Involvement/Administrative Activity/Service

Using a bulleted list, represent how you have been active in your community, university, and/or department. Faculty members and those working in university settings in particular will be expected to take on committee or administrative roles. Many universities are using service as a measure for tenure-track professors. Move beyond a simple list of memberships to highlight initiatives or administrative achievements. For example:

Role (e.g., Mentor, Reviewer, Coordinator etc.)/Committee Name Dates

Name of Company/Organization

References

Typically, at least three references are expected, including titles, affiliations, and contact information. Ask for permission to include each person as a reference. Provide each referee with a copy of the CV and an indication of the positions you are targeting. For example:

Name of Reference

Current Job Title/Position

Company/Organization/University Affiliation

Contact Information