



## CV Template: Academic Careers

This template is a good starting point for higher-level academic students developing their Curriculum Vitae (CV). Also, request permission to see the CVs of professors in the particular field and get their guidance in developing this document. This particular example would be appropriate for any field or discipline. Additionally, ask your professors and other mentors from your field to review all academic application materials prior to submission.

A general outline of a CV is provided below.

- 1. Heading and Contact Information**
- 2. Education + Dissertation or Thesis Topic**
- 3. Research Interests / Research Profile**
- 4. Research Experience**
- 5. Areas of Teaching Expertise**
- 6. Teaching Experience**
- 7. Awards / Distinctions**
- 8. Professional Memberships / Organizations**
- 9. Community Involvement / Administrative Activity / Service**
- 10. Publications / Presentations / Abstracts**
- 11. References**

Although resume formats vary considerably, academic CVs have remained consistent in their organization with only minor variations. While the sections and length might change according to the type and level of academic position sought, this example contains most relevant sections.

Keep the format clean and use white space to draw the reader's eye to important information. Since 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.

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

**Street Address**  
**City, State ZIP**  
**Phone/Fax Numbers**  
**Email Address**

### **EDUCATION**

**Doctor of Philosophy, Major**, University, City, State Dates (awaiting defense)

- Thesis title, supervisor and committee
- Comprehensive/preliminary exam fields

**Master of (Science, Arts, Engineering), Major**, University, City, State Dates

- Thesis title and supervisor
- Academic honors or distinctions

**Bachelor of (Science, Arts, Engineering), Major**, University, City, State Dates

- Academic honors or distinctions

### **RESEARCH INTERESTS / RESEARCH PROFILE**

*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, University/Company, City, State Dates

- *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).*
- *Describe the experience in linear and concrete statements.*

**Research Assistant**, Department, University, City, State 2004-2006

- *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).*
- *Describe the experience in linear and concrete statements.*

## AREAS OF TEACHING EXPERTISE

*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 courses 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 announcement as possible. Amplify teaching experiences that speak to the job description and the needs of the institution. Highlight general teaching aptitudes by noting awards or evaluations that help to establish your pedagogical skills. Whether requested or not, a short teaching statement, as a separate document included with the CV, is recommended for any position where teaching is expected.*

**Lecturer:** Course Name and Number, Department, University, City, State Dates

- 1-2 bullets that outlines the content of the course.

**Teaching Assistant:** Course Name and Number, Department, University, City, State Dates

- 1-2 phrases that outlines the content of the course.

## AWARDS / DISTINCTIONS

*List awards in this section in reverse chronological order with award amounts listed in brackets. You may choose to list grants that you did not accept with a notation that they were declined. 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.*

## PROFESSIONAL MEMBERSHIPS / ORGANIZATIONS

*Your membership in professional organizations may be relevant to search committees as it demonstrates your involvement and contribution to your field. Include dates of membership (2009 – Present; 2010 – 2012, etc.) for each organization. If you held a leadership position or an office, include bullets to demonstrate your initiatives and accomplishments.*

## COMMUNITY INVOLVEMENT / ADMINISTRATIVE ACTIVITY / SERVICE

*Using a bulleted list, represent how you have been active in your community, university, and department. As a faculty member, you 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.*

## **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. More extensive and varied publication lists should be organized by appropriate subsections (Peer-Reviewed Publications, Book Reviews, Conference Presentations and Posters, etc.).*

- *For peer-reviewed publications, 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 such as: Submitted, Under Review, In Revision, Accepted for Publication.*

## **REFERENCES**

*Typically, at least three references are expected, including titles, affiliations, and contact information. Ask for permission to include each person as a reference; then provide each referee with a copy of the CV and an indication of the institutions and positions you are targeting. The supervising professor should be listed first. Committee members, faculty mentors, and established scholars with whom you have worked or collaborated are also acceptable.*