

CV TEMPLATE

Your name

Your address

Give your name prominence by using bolding and a bigger font. Include your phone and cell, professional sounding email and, if you have one, your website url.

Your contact information

EDUCATION

Name of institution, location (city)

PhD – area of study/specialization

- Dissertation title
- Supervisor and committee members

Format important information such as your degree or position titles in left-hand justify and bold

Date of graduation

Name of institution, location (city)

Master's degree – area of study/specialization

- Thesis title
- Supervisor and committee members

Include start and end months in your dates.

Date of graduation

Name of institution, location (city)

Bachelor's degree – area of study/specialization

- Honour's project title (if applicable)
- Honour's project supervisor (if applicable)

Date of graduation

AWARDS AND DISTINCTIONS

Award or distinction, institution or organization

Award or distinction, institution or organization

Award or distinction, institution or organization

Include scholarships, honours, fellowships and other distinctions.

Date received

Date received

Date received

RESEARCH INTERESTS

- Statement of current research and plans for future research

Write a short paragraph or set of separate bulleted points that links your research interests to the position.

RESEARCH EXPERIENCE

Position title

Name of institution, location (city)

- Description of research project
- Accomplishment statement

List your experiences in reverse chronological order.

Start date - end date

Include start and end months in your dates.

Position title

Name of institution, location (city)

- Description of research project
- Accomplishment statement

Start date - end date

Put your name and "page #" in the header of subsequent pages.

Your name

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RELEVANT TEACHING EXPERIENCE

List your experiences in reverse chronological order.

Position title
Name of institution, location (city)
• List of classes taught
• Accomplishment statement

Start date - end date

Position title
Name of institution, location (city)
• List of classes taught
• Accomplishment statement

Start date - end date

ADDITIONAL PROFESSIONAL EXPERIENCE

List other professional work experiences not included in your teaching or research sections. Provide accomplishment statements if relevant .

Position title
Name of organization, location (city)

Start date - end date

CONFERENCE PRESENTATIONS

Presentation title, event, location
Presentation title, event, location
Presentation title, event, location

Date
Date
Date

PUBLICATIONS

List your publications in reverse chronological order in standard bibliographic format for your field. Place near end of CV as this section grows over time.

Publication
Publication
Publication

REFERENCES

Name of reference, position, organization, location (city)
Phone number
Email

Name of reference, position, organization, location (city)
Phone number
Email

Name of reference, position, organization, location (city)
Phone number
Email

You can include your references or have the statement "References available on request". If the names of your references will add to your credibility, you may want to include them.

Your references should be three to four established academics who know your work well.