

CV TEMPLATE

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 name

Your address

Your contact information

EDUCATION

Left-hand justify and bold important information such as the institution or the degree.

Include month and year in your date.

Name of institution, location (city)

PhD – area of study/specialization

- Dissertation title
- Supervisor and committee members

Date of graduation

Name of institution, location (city)

Master’s degree – area of study/specialization

- Thesis title
- Supervisor and committee members

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

Include scholarships, honours, fellowships and other distinctions.

Award or distinction, institution or organization

Date received

Award or distinction, institution or organization

Date received

Award or distinction, institution or organization

Date received

RESEARCH INTERESTS

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

- Statement of current research and plans for future research

RESEARCH EXPERIENCE

List your experiences in reverse chronological order.

Position title

Start date - end date

Name of institution, location (city)

- Description of research project
- Accomplishment statement

Include start and end months in your dates.

Position title

Start date - end date

Name of institution, location (city)

- Description of research project
- Accomplishment statement

Your name

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

page 2

RELEVANT TEACHING EXPERIENCE

List your experiences in reverse chronological order.

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

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

ADDITIONAL PROFESSIONAL EXPERIENCE

Position title Start date - end date
Name of organization, location (city)

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

CONFERENCE PRESENTATIONS

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

PUBLICATIONS

Publication 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

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.