**Name (14pt-16pt font)**

Postal Address

Phone Number

Professional Email Address

Portfolio, Website or LinkedIn Address (Optional)

**EDUCATION**

**Institution** City, State

*Doctor of Philosophy (PhD) in Degree* Month and Year Received/Expected

Dissertation (if applicable) GPA:X.XX/4.00

**Institution** City, State

*Master of Science (MS)/Art (MA) in Degree* Month and Year Received/Expected

Thesis (if applicable) GPA:X.XX/4.00

**Institution** City, State/Country

*Bachelor of Science (BS)/Art (BA) in Degree* Month and Year Received

Minor/Emphasis GPA:X.XX/4.00

**RESEARCH EXPERIENCE**

**Department Name, Institution** City, State

*Your Role (Job Title)* 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** City, State

*Your Role (Job Title)* 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** City, State

*Your Role (Job Title)* 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

**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

**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