

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
<i>Institution</i>	<i>City, State</i>

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, <i>Your Role (if applicable)</i>	Month and Year Range
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CERTIFICATIONS

Title of Certification, <i>Awarding Association</i>	Month and Year Range
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