

Academic Curriculum Vitae Format

YOUR NAME

Curriculum Vitae

Address, City, State, Zip Code

Home and Cell Phones

E-mail

Objective (optional): Position as _____ (title of position employer offers) using ____ (#) years of experience in _____ (qualifications essential and specialized to the position).

SUMMARY OF QUALIFICATIONS

- A summary of your education, proficiencies, and career pertinent to target
- Number of years in objective area, explaining similarities to job and its responsibilities
- Related education, training, and accreditation, reflecting employer's goals/priorities
- An achievement directly related to target
- Traits reinforcing your candidacy for this position, specifically those asked for by the employer and those generally in demand in the field
- Other accomplishments, characteristics, knowledge either rare or prized in the field

SUMMARY OF SKILLS

- Topics of specialty or innovation within field
- Areas of particular familiarity
- Software equipment
- Processes
- Terminology relevant to target
- Languages

PROFESSIONAL BACKGROUND

EDUCATION

Degrees:

Ph.D., institution, date of degree (or anticipated date), specialization

M.A./M.S., institution, date of degree, major, minor, emphasis, concentration

B.A./B.S., institution, date of degree, major, minor

Courses: Those taken, honors, seminars, number of units, G.P.A. (if a recent graduate)

Other Accreditations: Licenses, clearances

Academic Achievements: Appointments, nominations, leaderships, scholarships, grants, awards, praise, scores, recognitions, accomplishments

Affiliations: Societies, associations, clubs, fraternities, sororities, leagues, memberships

PH.D. DISSERTATION

Title, advisor, director

Abstract summary (4-5 sentences) discussing content and methodology

HONORS, AWARDS, AND ACHIEVEMENTS

Appointments, nominations, leaderships, awards, praise, scores, recognitions, accomplishments, high scores, grades, G.P.A.s, fellowships, scholarships, grants, (including B.A./B.S.)

TEACHING EXPERIENCE

Job Title, Top Qualifications Used

Employer, Location

[dates]

A Top Responsibility (Relevant to objective)

- Accomplishments made in this position targeting the employer's priorities/mission
- Several other achievements from this position, pertinent to objective

Another Skill (Appropriate to objective)

- Several achievements from this position, pertinent to objective

* Repeat above pattern for each position.

RESEARCH EXPERIENCE

Positions, locations, dates, descriptions of research in pertinence to target position

TEACHING INTERESTS

Discipline, certification

RESEARCH INTERESTS

Areas of inquiry

PUBLICATIONS

* List all those you are willing to show the search committee

* Include work in progress or pending

* Cite works as follows:

••**"Title of work,"** Name of publication/publisher (*Newsletter, Newspaper, Magazine, Journal, Book*), location of publisher (state & city or major city), date of publication, volume number (v.##), issue number (##), series number (##.##), page numbers (# - #) (type quotes around the title of your article).

PRESENTATIONS AND PUBLIC APPEARANCES

* Include conference papers and research reports

* List as follows:

••**"Title of presentation,"** location of presentation (City, State), [dates]; optional synopsis of content and/or purpose of presentation, audience, results, etc.

PROFESSIONAL AFFILIATIONS

A society, association, league, or club with which you associate, position held, [dates]

A society, association, league, or club with which you associate, position held, [dates]

A society, association, league, or club with which you associate, position held, [dates]

RECOMMENDATIONS

Names and contact information of 3-4 references willing to write recommendation letters

CREDENTIALS