Name

City, State Zip Code | Phone Number | Email | Personal Website

Summary Statement

Try to keep the summary short. Three or four sentences should be enough to express your interest, share your goals, and highlight your most relevant experience, research and skills.

Education

List your undergraduate and graduate education background. For each degree include:

* School Name, Location - Degree Month 20XX - Month 20XX

If you’re currently pursuing a degree, you can list the projected completion date.

Publications/Dissertations

List any publications, articles, books or dissertations. Be sure to include the:

* Title
* Date of publication
* Page numbers (if applicable)

Conferences/Presentations

List any presentations or talks you’ve given and any conferences you’ve organized or attended.

Fellowships/Residencies/Grants

This section can include:

* Internships
* Fellowships
* Awarded grants

Be sure to include the organization, dates, your title and the amount of grant money awarded.

Honors/Awards

List any honors or awards you’ve received related to your work and research.

Employment History

Include your employment history in reverse chronological order. List dates, and briefly highlight position responsibilities and achievements. Unlike the resume, avoid using bullet points. Paragraphs are more formal and expected.

Postdoctoral Training

If applicable, include any postdoctoral training.

Service

Include any services you’ve completed for your department, including:

* Chair of department
* Academic advisor to students
* Administrative assistance

Professional Affiliations

Highlight professional organizations you belong to or if you’re on the board of any organization.

Interests/Skills

Although this is an optional section, you can use it to include relevant interests and skills, such as:

* Foreign languages spoken
* Web design experience
* Computer programming abilities

References

Depending on the application requirements, you can also list references at the end of your academic CV. Be sure to include a minimum of three references.