YOUR NAME

Phone: (000) 000-0000   Mailing Address
youremail@companysite.com   City, ST 00000

This CV template provides an example of how to structure your curriculum vitae using an outline format. You should modify the section headings and content to suit your needs. *Don't forget to change the name in the footer*. You can line up dates on the right by adding a right-aligned tab set to 6". This CV template is copyrighted by Vertex42.com (see terms of use). Visit Vertex42.com for more information about writing your CV.

EDUCATION

PhD   University Name, Electrical Engineering   May 200X
           Dissertation: "Title"
           Committee: Name (chair), Name, Name

MS   University Name, Electrical Engineering   May 200X
           Thesis: "Title"
           Advisor: Name

BS   University Name, Electrical Engineering   May 200X
           Graduated Summa Cum Laude
           Minored in Mathematics

HONORS AND AWARDS

List relevant awards, fellowships, honors, grants, and academic distinctions in reverse chronological order. Include a short description if necessary.

Title of Award   2008
Brief description

Title of Fellowship   2005
Brief description

Title of Grant   2005
Brief description

RESEARCH EXPERIENCE

If you are applying for a teaching position, you might want to list the teaching experience section before the research experience section. Highlight important accomplishments, skills, and projects using concise sentences, beginning with an action verb. Complete sentences are not necessary. Be consistent in your grammatical style.

Dissertation, Name of Institution, Location   200X

Advisor: Name
- Skill/Accomplishment/Project
- Skill/Accomplishment/Project

Institution/Company/Organization, Location   200X to 200X
Position, Lab or Advisor Name
- Skill/Accomplishment/Project
- Skill/Accomplishment/Project

Company/Organization, Location   200X to 200X
Position
- Skill/Accomplishment/Project
- Skill/Accomplishment/Project

TEACHING EXPERIENCE

When you list courses, include a brief description so that the course can be compared to a similar course at another university. You might want to include the typical number of students in the course as well as list your responsibilities such as developing course materials, lecturing, grading, developing the syllabus, etc. How you decide to list or group your courses, skills, teaching methods, roles, and responsibilities will depend on your amount of experience. The examples below are just a few ideas.

Name of University, Location   May 200X to Aug 200X
Associate Professor, Department
- Taught Name of Course, an undergraduate course averaging 120 students per semester, covering the following topics: topic, topic, topic, topic
- Developed quizzes, exams, and homework
- Revised the syllabus to meet accreditation standards
- Coordinated grading and labs with a team of 4 teaching assistants

    Doctoral Students Advised
    Name, "Thesis Title", Date Graduated
    Name, "Thesis Title", Date Graduated
    Name, "Thesis Title", Date Graduated

    Masters Students Advised
    Name, "Thesis Title", Date Graduated
    Name, "Thesis Title", Date Graduated
    Name, "Thesis Title", Date Graduated

Name of University, Location   May 200X to Aug 200X
Teaching Assistant, Department
- Highlight important projects, duties, skills, and responsibilities following a consistent grammatical style

List your publications in reverse chronological order. Use an acceptable reference format commonly used in your field. Group your publications into different categories if you have a sufficient number to do so.

Books

Lastname, F.M., Book Title, Location:Publisher, 2008.

Journal Publications

Lastname, F.M., Lastname, F.M., and Lastname, F.M., "Article Title," Journal Name, vol. 1, no. 3, 2008, pp. 503-509.

Lastname, F.M., Lastname, F.M., and Lastname, F.M., "Article Title," Journal Name, vol. 1, no. 3, 2008, pp. 503-509.

Journal Papers Accepted

Lastname, F.M., Lastname, F.M., and Lastname, F.M., "Article Title," To be published in: Journal Name.

Lastname, F.M., Lastname, F.M., and Lastname, F.M., "Article Title," To be published in: Journal Name.

Journal Papers in Review

Lastname, F.M., Lastname, F.M., and Lastname, F.M., "Article Title," Submitted to: Name of Journal.

Lastname, F.M., Lastname, F.M., and Lastname, F.M., "Article Title," Submitted to: Name of Journal.

Conference Papers

(Peer-Reviewed)
Lastname, F.M. and Lastname, F.M., "Article Title," Proceedings of Conference Name, Nov. 17-18, 2008, PAPERID-000000, pp. 503-509.

Lastname, F.M. and Lastname, F.M., "Article Title," Proceedings of Conference Name, Nov. 17-18, 2008, PAPERID-000000, pp. 503-509.

(Abstract-Reviewed)
Lastname, F.M. and Lastname, F.M., "Article Title," Proceedings of Conference Name, Nov. 17-18, 2008, PAPERID-000000, pp. 503-509.

Lastname, F.M. and Lastname, F.M., "Article Title," Proceedings of Conference Name, Nov. 17-18, 2008, PAPERID-000000, pp. 503-509.

Conference Papers in Review

Lastname, F.M. and Lastname, F.M., "Article Title," Proceedings of Conference Name, Nov. 17-18, 2008, PAPERID-000000, pp. 503-509.

Lastname, F.M. and Lastname, F.M., "Article Title," Proceedings of Conference Name, Nov. 17-18, 2008, PAPERID-000000, pp. 503-509.

PATENTS

InventorLastName, F.M., InventorLastName, F.M., "Title of Invention," Unites States Patent, No. 0000000.

InventorLastName, F.M., InventorLastName, F.M., "Title of Invention," Unites States Patent, No. 0000000.

PRESENTATIONS AND INVITED LECTURES

Paper Presentation, "Title of Paper," Name of Conference, Date.

Keynote Address, "Title of Presentation," Name of Conference, Date.

Workshop, "Title of Presentation," Name of Workshop, Date.

PROFESSIONAL TRAINING

Seminar or Workshop
Name of Institution, Location, Date
Description: Include a brief description, if necessary.

ABC Certification, Name of Organization], Date
Description: Include a brief description, if necessary.

Company/Organization, [Position], [Department], Dates
- Skill/Accomplishment/Award/Certification
- Skill/Accomplishment/Award/Certification

PROFESSIONAL AFFILIATIONS

Name of Organization, 2001-Present
Description of role or responsibilities, if applicable.

Name of Organization, 2000-Present

Description of role or responsibilities, if applicable.

PROFESSIONAL SERVICE

Symposium Co-Organizer
Name of Conference, Symposium, Year

Peer-Reviewed Articles for:
- Name of Journal
- Name of Journal

COMMUNITY SERVICE

Organization
[Title/Position/Duty], [Location], Dates

Science Fair Judge
[Name of Fair], [Location], Dates

LANGUAGES

List the languages that you know, along with your level of proficiency. Use an appropriate proficiency scale such as the ACTFL which provides guidelines for Novice, Intermediate, Advanced, Superior, and Distinguished levels in Listening, Speaking, Reading, and Writing.

English: Native Language

Spanish: Intermediate Listener, Novice Speaker, Advanced Reading and Writing

COMPUTER SKILLS

It may be useful to provide a summary of your relevant skills, such as your computer skills. You could list your skills using a consistent format such as

Programming: skill 1, skill 2, skill 3, skill 4

Applications: skill 1, skill 2, skill 3, skill 4

Platforms: skill 1, skill 2, skill 3, skill 4

OTHER

Interests/Hobbies worth noting
Citizenship

REFERENCES

If requested, you will often be asked to provide references.

Dr. Albert Jones, [Title]
[Department Name]
[University Name]
[Mailing Address]
Phone: [Phone #]
Email: [email address]

Dr. Anne Smith, [Title]
[Department Name]
[Company Name]
[Mailing Address]
Phone: [Phone #]
Email: [email address]