Your Name

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

This [CV template](https://www.vertex42.com/resumes/cv-template.html?utm_source=ms&utm_medium=file&utm_campaign=office&utm_content=title) by [Vertex42.com](https://www.vertex42.com/?utm_source=ms&utm_medium=file&utm_campaign=office&utm_term=cv&utm_content=text) provides an example of how to structure your curriculum vitae using a basic outline format. This extended multi-page format is mainly suited for academic and research positions. Reorder and modify the headings and content as needed. Delete the explanatory text after reading. *Don’t forget to change the name in the footer*. Visit Vertex42.com for [CV writing tips](https://www.vertex42.com/resumes/cv-template.html?utm_source=ms&utm_medium=file&utm_campaign=office&utm_content=tips) or to find other types of resume templates.

# 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

# Publications

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

**Organization**

[Title/Position/Duty], [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

**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]