

Curriculum Vitae Template

Name

(Updated month, date, year)

School/Department/Lab
University Address

Human@ucla.edu
111.111.1111 (cell)
Hr123 (Skype)

Education

Ph.D. English, University of California, Los Angeles, expected June 15, 2016

- Advisor/Chair and Committee Members (as appropriate)
- Dissertation/Thesis: Thesis Title

M.A. English, University of California, Los Angeles, May 2010

- Comprehensive Exam Competencies:

B.A. English and Religion, Duke University (Durham, NC) May 2008

Honors & Awards

Joseph P. Kappman Research Honor for Excellence, 2014
UCLA Graduate Student Mentor Award, UCLA Graduate Division 2014

Research¹

Publications

Smith, J., & Johansen, T. (2015). Name of article. *Nature*, 85(2), 112-123.

Research Experience

Research Assistant, Johansen Lab, UCLA Biology Department 2012-present

Established novel model of X in Y Lab, resulting in 3 publications and 2 conference presentations.

Consider including:

- Research Experience
- Publications
- Publications & Presentations
- Blind Refereed Journal Articles
- Book(s) (under contract)
- Blind Refereed Book Chapter
- Invited Book Chapters
- Published Conference Proceedings
- Reports/White Papers
- Book Reviews
- Blind Refereed Conference Papers
- Non-Blind Refereed Conference Panels and Presentations
- Invited Presentations & Panels
- Columns
- Other Publications (Op-ed, editorial, photography, etc.)

Date your CV, so you can accurately update your accomplishments.

Be as specific as possible about your completion date.

Organize the sections of your CV with the most relevant sections first—audience, purpose and recent work determine relevance. Most students will list education first. Postdocs may lead with their training appointment.

¹ List accomplishments in reverse chronological order using the citation style of your discipline (APA, MLA) – most recent accomplishments first. If publications are under review, under contract or revised and resubmitted, they typically can be listed in the publication section so long as the status is clearly marked. Work in preparation is only listed in specific disciplines or on the purpose of submitting the CV (e.g., for fellowship applications to fund the research in preparation).

Curriculum Vitae Template continued

Funding

Co-Author, The Andrew W. Mellon Foundation Connected Academics Research Project (\$30,000), 2015

Consider Including:

- Internal Grants and Funding
- External Grants and Funding
- Grants
- Competitive Fellowships (not typical PhD funding fellowships)
- Awards

Teaching Experience

Teaching Assistant, UCLA Biology Department 2010-Present

Introduction to Biology, BIO 101 (3 courses) Fall 2014, Winter 2015

Consider Including:

- Teaching
- Instructor of Record
- Teaching Assistance
- Invited Guest Teaching
- Guest Lecture
- Advising & Mentoring

Service²

Vice President, Graduate Student Association, 2014-2015

Conference Coordinator, Biology@Work Graduate Student Conference, 2013-2014

Consider Including:

- Professional Affiliations
- Service Activities
- University Service | Department Service | School Service
- Editorial Service
- Current Membership in Professional Societies
- Journal Reviewing
- Book Manuscript Reviewing
- Grant Proposal Reviewing
- Conference Participation
- Conference Paper Referee
- Professional Service
- Committee Service
- Community Service

Discipline-Specific Sections

Consider Including: (Check with your advisor)

- Media Contributions
- Clinical Experience
- Professional Experience
- Curatorial Experience
- Design Experience
- Research Projects
- Exhibits
- Recitals
- Performances
- Languages
- Translations
- Archival Experience
- Policy Experience
- Skills (Tech/Lab/Software)

Funding should include your role, the funding agency/institution, amount (if applicable), title and date.

Include your official title, course name, number and semester/quarter of courses taught. Be sure to include if the course was proposed and designed based on your individual research.



Helpful Tip

Ask for the CV of the most recent faculty hire in your department. This can help you understand the pace and productivity for academic accomplishments in your field. This will also help you tailor your CV to your discipline.

² Although service is typically not as highly valued on a CV as research or teaching, it is the area that demonstrates your organizational, management, and leadership skills, and communicates collegiality to future and current colleagues.

Curriculum Vitae Example

Ellen R. Joseph

josepher@neuron.ucla.edu

Department of Neuroscience
Science Center, Room 5480
18000 San Bernardino Blvd.
Los Angeles, CA 90669
(813) 566-4321

3400 West Chester Blvd.
Apartment 109
Los Angeles, CA 90620
(813) 321-1234

Current Position

University of California, Los Angeles,
Postdoctoral Fellow

Los Angeles, CA
2015-Present

Education

Columbia University

PhD, Neuroscience
Dissertation: Development of synaptic plasticity in *Aplysia californica*

New York, NY
2015

Dartmouth College

BS, magna cum laude, Biology. Phi Beta Kappa

Hanover, NH
2007

Grants and Awards

Ruth L. Kirschstein Post-Doctoral National Research Service Award
National Institute of Deafness and Other Communication Disorders,
National Institutes of Health

2016-2017

Department of Neuroscience, Emerging Faculty Award
Columbia University

2015

Ruth L. Kirschstein Post-Doctoral National Research Service Award
National Institute of Mental Health, National Institutes of Health

2012-2015

University Excellence in Teaching Award
Columbia University

2012, 2014

Research Experience

University of California, Los Angeles

Postdoctoral Fellow; Advisor: Young X. Shen
Developmental regulation of NMDA receptor-mediated synaptic transmission in zebra finch brain

Los Angeles, CA
2015-Present

- Developed single cell PCR method to study developmental changes in NMDA receptors, correlated with developmental stages of song learning
- Analyzed developmental changes in juvenile song using customized LabView software
- Altered development of song with behavioral and circadian manipulations

Columbia University

Graduate Researcher; Advisor: Thomas J. Schmidt
Serotonergic modulation of synaptic transmission in developing and adult *Aplysia*

- Used in vitro single cell neurophysiological recording and stimulation to study developmental emergence of two serotonin-mediated forms of synaptic plasticity

New York, NY
2008-2015

Ellen applied for a tenure-track faculty position as a post-doc. At that point, she emphasized her two NRSA fellowships. She placed her publications at the end of her CV, based on conventions specific to her field.

It is rare for a PhD in the experimental sciences to successfully land a tenure-track faculty position immediately out of graduate school. A postdoc is almost always necessary. When Ellen applied for her postdoctoral position, she included more detail about her graduate research.

Marine Biological Laboratory Participant, Neural Systems and Behavior course	Woods Hole, MA Summer 2010
Columbia University Graduate Research Assistant; Advisor: Emily Chester Expression of Lupus antigens in fetal rat brain	New York, NY 2007-2008
<ul style="list-style-type: none"> Characterized developmental changes in expression of numerous lupus antigens using immunocytochemistry and fluorescence microscopy 	

Teaching Experience

University of California, Los Angeles Written and Oral Communication Advisor Guest Lecturer and Consultant, Seminar in Animal Communication	Los Angeles, CA Spring 2016-Present Spring 2016
Columbia College Guest Lecturer, Introductory Psychology Head Teaching Assistant, Cellular Basis of Behavior Teaching Assistant, Cellular Basis of Behavior Teaching Assistant, Neurobiology	New York, NY Summer 2013, 2014 Spring 2014 Spring 2012 Fall 2012
Dartmouth College Teaching Assistant, Special Topics in Psychology Teaching Assistant, Introductory Biology	Hanover, NH Spring 2006 Fall 2005, Fall 2006

Related Professional Experience

Columbia Graduate Women in Science (CGWS), Columbia University Co-Founder and President	New York, NY 2013-2015
<ul style="list-style-type: none"> Organized and led student representatives from 25 natural science departments to promote issues of concern to women scientists at Columbia Co-chaired Invited Speakers committee. Managed 3 public symposia featuring nationally-renowned women scientists 	

Professional Associations

- Society for Neuroscience
- International Association of Electrophysiologists
- New York Academy of Sciences

Conference Presentations

Joseph, E.R. and Shen, Y.X. Synaptic maturation is input-specific and occurs in two phases in nucleus RA of the zebra finch. Society for Neuroscience Abstracts. Poster presentation to be delivered at the Society for Neuroscience meeting, San Diego, CA, November, 2017.

Joseph, E.R. and Shen, Y.X. Developmental regulation of NMDA receptor-mediated synaptic currents in nucleus RA of the zebra finch. Society for Neuroscience Abstracts. 25:191. Poster presentation delivered at the Society for Neuroscience meeting, Atlanta, GA, November, 2016.

Joseph, E.R. and Schmidt, T.J. Synaptic facilitation is independent of spike duration in sensory neurons of juvenile Aplysia. Society for Neuroscience Abstracts. 25:695. Poster presentation delivered at the Society for Neuroscience meeting, Washington, D.C., November, 2014.

Use course names instead of course numbers to communicate your teaching experience effectively to different institutions.

Use bold to draw attention to your authorship, though use it sparingly.

Joseph, E.R. and Schmidt, T.J. Serotonergic facilitation of synaptic transmission in juvenile Aplysia. Society for Neuroscience Abstracts. 23:814. Oral presentation delivered at the Society for Neuroscience meeting, New Orleans, LA, November, 2013.

Joseph, E.R., Kline, N.J., and Schmidt, T.J. Temporal dissociation of 5HT-induced spike broadening and excitability in Aplysia sensory neurons. Society for Neuroscience Abstracts. 21:941. Oral presentation delivered at the Society for Neuroscience meeting, St. Louis, MO, November, 2011.

Joseph, E.R. and Schmidt, T.J. Teaching neuroscience through a laboratory experience: you can't start too young. Society for Neuroscience Abstracts. 20:518. Poster presentation delivered at the Society for Neuroscience meeting, Orlando, FL, November 2010.

Review Articles

Joseph, E.R., LeBlanc, R., Kline, N.J., Bliss, E.A., and Schmidt, T.J. (2013). Central actions of serotonin across the life span of Aplysia: Implications for development and learning. In H. Koike, Y. Kidokoro, K. Takahashi, and T. Kanaseki (Eds.), *Basic Neuroscience in Invertebrates* (pp. 249-265). Tokyo: Japan Scientific Societies Press.

Kline, N.J., Bliss, E.A., **Joseph, E.R.**, and Schmidt, T.J. (2013). Differential modulatory actions of serotonin in Aplysia sensory neurons: Implications for development and learning. *Seminars in Neuroscience*. 9:21-33.

Peer Reviewed Publications

Joseph, E.R. and Shen, Y.X. (2017). Two-stage, input-specific synaptic maturation in a nucleus essential for vocal production in the zebra finch. *Journal of Neuroscience*. 22:9107-9116.

Joseph, E.R. and Schmidt, T.J. (2016). Developmental dissociation of serotonin-induced spike broadening and synaptic facilitation in Aplysia sensory neurons. *Journal of Neuroscience*. 21:334-346.

Joseph, E.R., Chang, A.R., Kline, N.J., and Schmidt, T.J. (2014). Pharmacological and kinetic characterization of two functional classes of serotonergic modulation in Aplysia sensory neurons. *Journal of Neurophysiology*. 78:855-866.

References

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Professor of Psychology
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2649 Washington Blvd.
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Akaysha M. Lin, Ph.D.
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Though publications are listed last in this format, it is recommended to highlight research accomplishments early for research-focused positions, depending on your discipline.

Make sure you have permission from references before listing their name and contact information in any application document.