

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.