**Example CV – Your Name here**

**Curriculum Vitae**

Institution

Address

Tel:

Email:

**EDUCATION**

Year (Expected Graduation) Institution

**PROFESSIONAL APPOINTMENTS/EMPLOYMENT**

College students likely won’t have anything here

**PUBLICATIONS**

Books

Edited Volumes

Refereed Journal Articles

Book Chapters

Conference Proceedings

Encyclopedia Entries

Book Reviews

Web-Based Publications

Other Publications (this section can include non-academic publications, within reason)

Media Coverage

**AWARDS AND HONORS**

Give name of award and institutional location. Year  at left. Always in reverse descending order. Listing $$ amount appears to be field-specific.

**GRANTS AND FELLOWSHIPS**

Give funder, institutional location in which received/utilized, year span. Listing $$ amount appears to be field-specific.  Check with a trusted senior advisor. Year at left.

**INVITED TALKS**

These are talks to which you have been invited at OTHER campuses, not your own.Give title, institutional location, and date. Year only (not month or day) at left.  Month and day of talk go into entries.

**CONFERENCE PARTICIPATION**

Panels Organized

Posters/Papers Presented

Discussant

Campus or Departmental Talks

These entries will include: Name of paper, name of conference, date. Year. Accepted future conferences SHOULD be listed here, if you have had a paper or panel officially accepted.

**TEACHING EXPERIENCE**

Subdivide by institution, Year on the left and class name

**RESEARCH EXPERIENCE**

RA experience goes here, as well as lab experience.

**PROFESSIONAL SERVICE**

Include journal manuscript review work (with journal titles [mss. review CAN be given its own separate heading if you do a lot of this work]), leadership of professional organizations, etc. Some people put panel organizing under service; check conventions in your field.

**DEPARTMENTAL/UNIVERSITY SERVICE**

Include search committees and other committee work, appointments to Faculty Senate, etc.  Sorry to be a pain, but here the convention is that the Title or Committee is left justified, with the year in the entry.  Don’t ask me why, and only a convention, not a strict rule.

**EXTRACURRICULAR UNIVERSITY SERVICE**

Can include involvement in student groups, sporting clubs, etc.

**COMMUNITY ENGAGEMENT**

This includes work with libraries and schools, public lectures, etc.

**RELATED PROFESSIONAL SKILLS**

[Optional – perhaps tailored to position]

**LANGUAGES**

All languages to be listed vertically, with proficiency in reading, speaking, and writing clearly demarcated using terms such as: native, fluent, excellent, conversational, good, can read with dictionary, etc.

**PROFESSIONAL MEMBERSHIP/AFFILIATION**

All professional organizations of which you are a member listed vertically. Include years of joining when you are more senior and those years recede into the past—demonstrates length of commitment to a field.

**REFERENCES**

List 3 references vertically with contact information