
CV Template

Candidate's Name

Name of Department
(650) 123-4567

Stanford University
name@stanford.edu

Typically, you would include your department and university; street addresses (either campus or home) are less common. Include your mobile number. Use a Stanford or Stanford-alumni email address if possible.

EDUCATION

Stanford University, Stanford, CA
PhD in Name of Program

expected June 20xx

Dissertation title, brief summary, advisor's name, and/or committee members may be included here.

MS/MA, Previous University, Name of Program

June 20xx

You can either put the University name first, as in the first example, or put the name of the degree on the left. Be consistent.

Optional: Thesis title, advisor's name

NEXT HEADING HERE

Choose your first heading with great care, considering the primary focus of the position. If the focus will be research, consider a heading such as *Research Experience*. If you lead with your research, then *Grants*, *Publications*, and *Presentations* typically follow. For a teaching-focused institution, start with *Teaching Experience*. The level of detail with which you address either topic should reflect the level of interest that the hiring committee is expected to have in that area. Please see descriptions of each section below. *Grants* sometimes appear on the first page, whereas *Languages*, *Affiliations* or *Related Experience* rarely do.

RESEARCH EXPERIENCE

Organization, Lab, or Project, University

Research Assistant, September xxxx to present

- Concise but descriptive highlights of your work on this project follow. As you edit and revise these descriptions, keep your hiring committee in mind. How can you describe your work in a way that will be engaging and interesting?
- When describing your research experience, emphasize your contributions and accomplishments, not solely the project itself. Use action verbs: Coordinated, analyzed, investigated, discovered, built.

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TEACHING EXPERIENCE

**Name of course (course number), Teaching Assistant Autumn 20xx
Department name, faculty member, University**

Make it easy to understand what the course was, as well as your official role. Include a brief overview, including number of students, grade level, (i.e., required seminar for 25 first year students.) Describe your role with the course, using action verbs (i.e., created problem sets, graded assignments, delivered lectures, facilitated discussion). Quantitative course evaluations scores add weight. Highlight accomplishments that were unique to you (i.e., built an interactive website for course).

GRANTS & FELLOWSHIPS

Lists of fellowships and grants you received, especially if they were awarded based on a competitive application, show that you can write grant applications and that other people see your promise. You may wish to include the monetary value. Include only awards from graduate and postgraduate years, not undergraduate. Sometimes this section is on the first page.

PUBLICATIONS

Especially for research-oriented positions, this section will be read very carefully. Follow the citation conventions of your field. You may wish to bold your name, especially for co-authored works. You can include publications that are in press, under review, or in preparation; as long as you make clear which stage they are in. List publications in reverse-chronological order.

PRESENTATIONS

As with publications, listing your presentations shows your scholarly productivity. Follow the formatting conventions of your field. Sometimes these two sections are merged into one (Publications & Presentations); if you find that you have quite a few of each, it typically works best to keep them in separate categories. Be sure to identify Invited Talks!

SERVICE & LEADERSHIP

Have you served on committees, organized speakers for your department, served on committees for a professional association, or taken leadership roles in organizations on campus? All of these activities indicate that you will be an engaged colleague.

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RELATED PROFESSIONAL EXPERIENCE

Include professional experience that will enhance your candidacy, such as prior professional work, consulting in your field, teaching in other settings, or internships that show your professional trajectory or that would be a good fit for a position. The placement of a category like this is flexible.

ADDITIONAL EXPERIENCE

You do not need to include a category with this name per se. However, you may have other experiences or accomplishments that do not fit neatly into any of the other categories and have not already been addressed in the CV. Be both proactive and conservative in finding ways to include information that is expected in your field (for someone with a PhD in Drama, this may be a list of performances directed, for example). You may also want to have a section for professional development, media coverage, conference organization, or other topics. Find ways to include information that will help the search committee better understand who you are as a scholar, a teacher, and a colleague.

HONORS AND AWARDS

When you list awards, consider including a bit of explanatory text if that would help the reader better understand an award's significance. If there is a particular award that might significantly elevate your application, consider finding a way to include it on the first page where it will be noticed immediately.

PROFESSIONAL AFFILIATIONS

Memberships in professional organizations are commonly listed at or toward the end of your CV.

REFERENCES

List your references, along with their titles and contact information, and relationship to you (i.e., dissertation advisor, postdoctoral supervisor, teaching mentor). Alternately, create a separate document listing your references.