

Curriculum Vitae Template

Name (with degrees)

Home Address

Office Address

Education

University/College/School, Location

Degree Earned

Date

Dissertation/Thesis Title/Scholarly Paper or Capstone project Title

[Start with most recent and work back to earliest post-secondary education]

Licenses and Credentials

Organization

Date

Effective/Expiration

Credential

License/Certification/Registration number [consider carefully if you wish to share specific # versus just effective and expiration dates]

[Note: The inclusion of and ordering of the following three major categories (i.e., Professional Experience, Administrative Experience, and Academic Experience) are dependent upon your career path and trajectory.]

Honors/Awards

Professional Experience

Company, Location

Dates of Employment

Title

Major Responsibilities [use bulleted format beginning with action verbs]

Administrative Experience

Company, Location Dates of Employment
 Title
 Major Responsibilities [use bulleted format beginning with action verbs]

Academic Experience

University/College/School, Location Dates of Employment
 Title
 [Responsibilities: (e.g., if Research Assistant will be different than if Instructor)]
 Courses Taught [include whether classroom or clinical]
 Service to the University
 Service to the College/School/Department

Research Experience

Work as a research assistant/ graduate assistant

University/College/School, Location Date

Responsibilities

Research Grants

Publications

[Please be sure to note with each entry all authors in the appropriate order with your name in bold. Use APA formatting for each entry. Put in reverse chronological order]

Peer Reviewed Journals

Book Chapters

Other (e.g., Trade Journals, Newspapers, Newsletters)

Professional Presentations

[Please be sure to note with each entry all presenters in the appropriate order with your name in bold. Also note the following: a) title of your presentation; b) whether peer reviewed or invited; c) whether a podium/ paper, poster, roundtable or panel; d) name of conference or event; e) location; and f) date(s).]

International

National

Regional

Local

Professional Organizations

Organization – Membership Role – Dates of Membership

Specific role(s)/position(s) held within the organization or Committee Membership with dates

Other service activities within the organization (**e.g.**, abstract reviewer or session moderator or monitor for conference sessions)

Academic Service

Service to college/university

Community Service

Service to relevant community organizations such as the (American Red Cross, American Cancer Society, Special Olympics, etc.).

[Suggest avoiding potentially polarizing involvement (e.g., political or religious organizations)]

Professional Development

[Completion of special training or workshops. Avoid listing CEs.]