

SAMPLE CV TEMPLATE

(One inch margin at top)

Jane Applicant

(Use 14-16 pt. font and boldface for name)

Office Address

Office Phone

Email Address

URL

Home Address

Home Phone

EDUCATION

Ph.D. **Lehigh University**, Bethlehem, PA
Chemistry, May 2006

(Font size for body of CV
should be 12 pt.)

Dissertation: (Title of dissertation)

Advisor(s):

(Highlight universities
attended, dissertation title,
and advisor(s) with spacing
and font style).

(One inch
Margin
on both
sides)

B.S. **Drexel University**, Philadelphia, PA
Chemistry, May 2002

HONORS

National Science Foundation Fellow, Lehigh University

Phi Beta Kappa

Phi Lambda Upsilon, honorary chemistry fraternity

Dean's list, Drexel University

(List honors in reverse chronological order)

(Clarify the magnitude/selectivity of honors which may not be familiar to all readers)

Date

Date

Date

Date(s)

RESEARCH INTERESTS

List in bullet point format if there are several.

(You may also be asked to list this information in a separate document.)

RESEARCH EXPERIENCE

Research Assistant, _____ Department, Lehigh University

Date(s)

(List in reverse chronological order)

(State project goals)

(Indicate methods used)

(List the results obtained)

(List dates on far
right).

TEACHING EXPERIENCE

Teaching Assistant, _____ Department, Lehigh University

Date(s)

(List in reverse chronological order)

(Highlight development of courses, design of experiments, and any independent teaching activity. Specify courses taught and dates.)

(Include your accomplishments and unique contributions.)

(Do not list course numbers)

(Avoid stating, "Responsibilities included" or "Duties included." Instead, begin the descriptions of your experiences with action words – see list.)

(One inch margin at bottom)

PROFESSIONAL DEVELOPMENT (Include conferences/workshops attended, other activities. Include dates.)

AFFILIATIONS/ MEMBERSHIPS (List memberships or committee work in professional associations)

PUBLICATIONS/ PRESENTATIONS (Unless the conventions of your discipline dictate otherwise, this section is typically listed at the end.)
(List in reverse chronological using standard bibliographic documentation format appropriate for your field.)

REFERENCES (List name, title, institution, address, phone number and email address of 3-5 references.)
(Make sure your references are aware you have listed them and provide them with a copy of your CV.)

Other possible sections:

Academic Service
Grants
Employment
Study Abroad
Volunteer Experience
Languages
Laboratory Skills
Licenses/Credentials
Papers Presented
Skills
Areas of Specialization
Community Service
Translations
Exhibitions
Practica
Citizenship

Do not include:

Personal information such as marital status, race, ethnicity, etc.

Note – Sections can be combined to create greater impact.

Length:

No limits but try to be as concise as possible. For recent graduates, typically 1-3 pages.

Body of CV:

Blocks of text (as opposed to bullet points) are acceptable on a CV. Be as concise as possible.