

## **CV Template : Academic Careers**

*Although the form and fashion of business CV's will vary considerably depending on time and place, academic CV's have remained remarkably consistent in their organization and orientation. While the sequence and length might also change according to the type and level of academic position you are applying to, this example contains most of the primary points of emphasis. As always, have your supervisor or another mentor from your field review this and other academic application materials prior to first submission. University Affairs provides these templates for informational purposes only. Neither University Affairs nor its advertising clients endorse any particular or singular CV format for job applications.*

**Address Street**  
**Address City, Province**  
**Phone/FaxNumbers**

**Your name** (bold, large, 14-18pt) **Email@email.com**

### **Education**

**Doctor of Philosophy, Discipline, University, City, Province 2003-2006** (awaiting defence)

- 1 • Thesis title, supervisor and committee
- 2 • Comprehensive/prelim exam fields

**Master of (Science, Arts, Engineering), Discipline, University, City, Province 2001-2002**

- 1 • Thesis title and supervisor
- 2 • Academic honours or distinctions

**Bachelor of (Science, Arts, Engineering), Discipline, University, City, Province 1999-2001**

- 1 • Academic honours or distinctions, GPA

### **Awards, Distinctions and Fellowships**

- 1 • *List awards and fellowships in this section, ordered by most recent and with annualized award amounts listed in brackets. Some candidates will also choose to list major fellowships that they were offered but have noted as declined. If you have a fairly short fellowship profile, for instance, one per degree, then it would also be possible to capture these as bulleted points under the relevant degree in the education section.*

### **Research Interests / Research Profile**

- 1 • *Provide an 'abstract', no more than a paragraph, that outlines your current and prospective lines of research. This section is meant to quickly convey to search committee readers that your area of research 1.) fits the position at hand, 2.) is significant to the discipline, and 3.) that you have plans in place for continued research contributions that either extend from or move beyond your dissertation topic. Researchers in more technically oriented fields might also specify the primary techniques, approaches, languages or instrumentation they use in the conduct of their research.*

### **Publications, Presentations and Abstracts**

- 1 • *Shorter lists of publications and presentations can be listed here as a simple bulleted list. More extensive and varied publication histories should be organized by appropriate subsections ('Peer reviewed publications', 'Book reviews', 'Conference presentations and posters', etc.).*

- 1 • For peer-reviewed publications, your sequence of presentation might depend on what you have available. You could begin with single or lead authored first, or order from most-to-least recent. Typically this list is limited to those things accepted for publication.
- 2 • If your list is particularly weak, or if the nature of your project was that it has produced a crush of submissions toward the end of your program, go ahead to list items for which there is a 'revise and re-submit' or which are 'under review'. Manuscripts in progress should generally not be listed here, but can and should be mentioned in cover letters, research statements, and at interview.
- 3 • If your list is quite extensive, consider offering it near the end of your CV, just prior to references.

### **Research Experience**

Here, list all research 'positions' you have held, including doctoral thesis/postdoctoral research, and any industrial or other experience that held a relevant research component. For example:

**Postdoctoral Fellow**, Department/Lab, University/company, City, Province 2006-Present

- 1 • Use short, bulleted lists to outline your research subject and process for the position
- 2 • Try to focus on discrete outcomes (publications, results, etc.) or skills gained (techniques, instruments)
- 3 • Try to make your descriptions of the experience bounded, linear and concrete

**Research Assistant**, Department, University, City, Province 2004-2006

- 1 • Use short, bulleted lists to outline your research subject and process for the position
- 2 • Try to focus on discrete outcomes (publications, results, etc.) or skills gained (techniques, instruments)
- 3 • Try to make your descriptions of the experience bounded, linear and concrete

### **Teaching Experience**

This list should include all 'Courses Taught' and/or 'Teaching Assistantships', and for some types of institutions might best precede 'research experience' For academic positions, list the course name, when and where it was taught, a course number, and preferably some quick content information about the course. The emphasis on this list should be as consistent with the job announcement as possible. Amplify teaching experiences that speak to their needs, highlight general teaching aptitudes by noting awards or evaluations that help to establish your pedagogical skills. Whether requested or not, the addition of a teaching statement/portfolio alongside your CV is a recommended feature of any position where teaching will be expected:

**Lecturer:** Course Name and Number, Department, University, City, Province Winter 2004

- 1 • Very brief description, 1-2 phrases, that outlines the content of the course, special modules, etc.

**Teaching Assistant:** Course Name and Number, Department, University, City, Province Fall 2003

- 1 • Very brief description, 1-2 phrases, that outlines the content of the course, special modules, etc.

### **Teaching Expertise**

Here, consider a bulleted listing of the course subjects and areas that you feel confident and qualified to teach. This could be on basis not only of your actual teaching activity, but also advanced coursework you have completed in these subjects. Take a good look at the teaching catalogue of the target department or institution before writing this up. Emphasizing or ordering according to their needs is possible.

### **Community Involvement / Administrative Activity**

*Here, using a bulleted list, try to represent how you have been active in the administrative life of your community, university, and department. The bulge of retirements and new hiring means that, as a junior faculty member, you will probably be asked to take on some kind of committee or administrative role than in previous years. Adding administrative potential on top of high-calibre research and teaching might be just the thing that puts you back on top of the CV pile. Try to get beyond mere 'membership' to highlight initiatives you have taken or administrative achievements, however modest, you can claim.*

### **References**

*Typically, at least three references are expected, including their titles, affiliations, and contact information. Give each person you list a 'heads-up' that they have been listed, and some indication as to the range of institutions you are applying to (incidentally, a great time to get their advice on the process). Your supervisor is almost always the first of these references; omitting a supervisor will immediately raise red flags on your file. Committee members, faculty mentors and established scholars with whom you have worked or collaborated are also acceptable. In some cases, Master's degree referees can also be used.*