## **Get Started on Your CV**

First, get all the information down. Then work on organization and presentation!

**First Name, Middle Initial(s), Last Name**

Address

Phone Number | Professional Email Address | Professional website

**Education**

Name of Institution

 *Degree(s) awarded*, Date Awarded/to be awarded

 Name of advisor and thesis title

University at Albany—State University of New York

 *Doctor of Philosophy,* December 2017, expected

 Advisor Name, PhD, “Getting started with your CV”

*(From this point on you have more latitude in shaping your CV. You should be guided by your strengths, requirements for the job, and conventions of your discipline)*

**Honors and Awards (Grants, Fellowships and Patents, etc)**

\*\*A section to have towards the beginning, unless you have few, then put later or omit

Include: list of research-related and dissertation-supported grants, fellowships, awards and patents

**Research Experience**

Briefly describe postdoctoral and graduate research

Include: 1) institution name, 2) supervisor/mentor, 3) project, 4) dates, 5) substance, 6) techniques, and 7) contributions

**Teaching Experience**

Include for each experience: 1) Where, 2) what, 3) when you have taught, 4) your title (TA, instructor, lecturer…), 5) main professor (if applicable)

**Publications**

Include: 1) peer-reviewed articles; 2) books; 3) white papers; 4) reviews; 5) abstracts

NOTE: Use a format that is appropriate to your discipline

**Presentations**

Include for each presentation: Coauthors, title of presentation, type of presentation, conference where presentation was/will be done, location of presentation, presentation number (if applicable)

NOTE: As with publications, use a format that is appropriate to your discipline

**Related Professional Experience**

Include: other experiences related to teaching, research, service (e.g., conference, tutoring, committee work, peer reviewer)

**[Optional Sections]**

Memberships of Professional Organizations

Community engagement

Travel or Study Abroad

Field work

Language and level of fluency (native, fluent, proficient, working knowledge)

**References (3 expected)**

Include for each reference: 1) Full name; 2) Title; 3) Institutional address; 4) telephone, address, email, fax

\*\*Make sure your references know they are on your CV and have a copy of your CV!

(adapted from http://www.mills.edu/student\_services/career\_center/curriculum\_vita\_web.pdf)