**Curriculum Vitae**

1. **Name:**
2. **Present Position and Department:**
3. **Heading and Contact Information:** [Phone Number and Email]
4. **Dissertation or Thesis Topic:**
5. **Research Interests / Research Profile:**
6. **Research Experience:**
7. **Areas of Teaching Expertise:**
8. **Teaching Experience:**
9. **Awards / Distinctions:**
10. **Professional Memberships / Organizations:**
11. **Community Involvement / Administrative Activity / Service:**
12. **Publications / Presentations / Abstracts:**

Your Name: (bold, large, 14-18pt)

**Street Address**

**City, State Pin**

**Phone Numbers**

**Email Address**

### Education

**Doctor of Philosophy:** University, City, State, Dates (awaiting defence)

* Thesis title, supervisor and committee
* Comprehensive/preliminary exam fields

**Master of Philosophy:** University, City, State, Dates (awaiting defence)

* Thesis title, supervisor and committee
* Comprehensive/preliminary exam fields

**Master of (Science, Arts, Engineering):** University, City, State, Dates

* Academic honours or distinctions

**Bachelor of (Science, Arts, Engineering):**  University, City, State, Dates

* Academic honours or distinctions

### Research Interests / Research Profile

Provide an abstract of no more than 1 or 2 paragraphs to outline current and prospective research areas. This section quickly conveys to search committee members that your area of research 1) matches the position, 2) is significant to the discipline, and 3) will continue to contribute to the field in the future. Researchers in more technically oriented fields might also specify the primary techniques, approaches, languages or instrumentation used in conducting their research.

### Research Experience

List all research positions, including doctoral thesis/postdoctoral research and any industrial or other experience with a relevant research component. For example:

**Postdoctoral Fellow**: Department/Lab, University/Company, City, State, Dates

* Use short, bulleted lists to outline the research subject and process; ensure that all information is relevant to the position.
* Focus on discrete outcomes (results, publications, etc.) or skills gained (techniques, instruments).
* Describe the experience in linear and concrete statements.

**Research Assistant**: Department, University, City, State, Dates

* Use short, bulleted lists to outline the research subject and process; ensure that all information is relevant to the position.
* Focus on discrete outcomes (results, publications, etc.) or skills gained (techniques, instruments). Describe the experience in linear and concrete statements.

AREAS of Teaching

Consider a bulleted list that includes areas, topics, and subjects you feel confident and qualified to teach. This information is based on your teaching activity and advanced coursework completed in these subjects. Explore the course catalogue of the target department or institution and list it in order of relevance to the institution’s needs.

### Teaching Experience

This list, in reverse chronological order, should include teaching assistantships and all courses taught. The teaching sections may precede the research sections for academic and teaching positions. List the course name, when and where it was taught, a course number, and concise content information. The emphasis on this list should be as consistent with the job announcement as possible. Amplify teaching experiences that speak to the job description and the needs of the institution. Highlight general teaching aptitudes by noting awards or evaluations that help to establish your pedagogical skills.

**Lecturer:** Course Name and Number, Department, University, City, State, Dates

* 1-2 bullet points that outline the content of the course and state whether it was undergraduate or graduate level.

**Teaching Assistant:** Course Name and Number, Department, University, City, State, Dates

* 1-2 bullets that outline the content of the course and state whether it was undergraduate or graduate level.

### Grants

List grants in this section in reverse chronological order with award amounts listed in brackets. You may choose to list grants that you did not accept with a notation that they were declined.

### Awards / Distinctions/ Fellowship/ Scholarship

Mention all the academic awards you have received throughout your career.

### PROFESSIONAL MEMBERSHIPS / ORGANIZATIONS

Your membership in professional organisations may be relevant to search committees as it demonstrates your involvement and contribution to your field. Include each organisation's membership dates (2009 – Present; 2010 – 2012, etc.). If you held a leadership position or an office, include bullets to demonstrate your initiatives and accomplishments.

### Community Involvement / Administrative Activity / SERVICE

Using a bulleted list, represent how you have been active in your community, university, and department. You will be expected to take on committee or administrative roles as a faculty member.

### Publications

* For peer-reviewed publications, the sequence can be formatted based on single or lead authorship or be listed in reverse chronological order.
* Publications can be listed with qualifying statements such as Submitted, Under Review, In Revision, or Accepted for Publication.

The Format should be: Name of the author/s, Title of the article, name of the Journal/Book, issue, vol./ no., year of publication.

**Invited Lectures:**

* Name of the institution, Department, lecture title, date, and time.

**Seminar/ Conference/Workshop:**

*The Format should be: Title of the presentation, name of the conference/seminar/Workshop, Organizing Institution, Date and Time.*

**Additional Qualification(s):**

If any

**Other Academic Activities:**

If any

**Co-curricular activities:**

* NSS/NCC if Participated.
* Computer courses.
* Social Activities.
* Sports.
* Any other work.