

Contact info

Name, address, phone number, email,

Optional : website, Orcid

Names previously published under (if needed)

Research areas of interests (optional, but recommended)

Teaching areas of interest (optional/rarely seen unless you are teaching focused)

EDUCATION

Degrees

Degree (abbreviate), School, Major, Year

(double major and minors also are mentioned)

Advisor optional (usually only see for highest level of education unless the advisor is important)

Thesis (usually listed here, if not, they are listed in Publication section)

Additional Education which did not lead to a degree (optional)

Ie visiting student, transfer, etc

Relevant Coursework (optional/rare but might be more helpful for undergrad level)

In Major or related field.

PROFESSIONAL DEVELOPMENT*

(If reasonably small, group everything together, if long, you may need to split, licenses/certifications always need to be near the front)

Professional training (if needed for field)

Certifications/licensures

What it is, who issued, when does it expire

You may need to divide into general and specialized

List of professional development if not extreme (if extreme either cut or place in a different part of the CV)

Training courses, workshops taken, certificates of completion, etc

Conferences attended (generally only used for pre-PhD generally)

PROFESSIONAL APPOINTMENTS

(undergrads, you will unlikely have this!)

Academic Appointments
Government
Industry

SCHOLARLY ACTIVITIES

use your field's reference style! For Psych it is APA 7

Monographs (you are unlikely to have them)

Thesis (if not placed in education)

Books

Book Chapters

Journal Articles (peer reviewed)

Include Accepted, In Press (may want to include In Review, but it varies)

Invited Talks (campuses other than your own or conferences)

Workshops Facilitated (?? There is a question about the location for this)

Conference Papers

Include Accepted

Conference Posters

Include Accepted

Technical Papers / White Papers

If these later get published elsewhere do not include them here

Patents

Other publications

EXPERIENCE

Research Experience

Where, Title, When

May list a little bit about job duties

Also include lab rotations if relevant

Teaching Experience (possibly divided by university)

if you have a lot of teaching you have a section called courses taught and courses prepared to teach

TA positions (List level, class, when, mode)

Tutoring

Guest Lectures (if you are post-PhD you probably should drop them)

Clinical Experience (if relevant for the field you are going into this could be above research experience)

Other Experience (optional)

** Military service would mostly go here, awards and anything else would still be in their normal sections. Theater people you might want to put your stuff under here as well. It's your choice. I have a performing arts and related section that is separate**

SERVICE

Consulting (this is kinda specific to certain fields)

Professional Service (Committees, offices, chairs, panels, editing, peer reviewing, etc)

Note : mentoring can go either here or in teaching depending

University Service (Committees, offices, chairs, panels)

Extracurricular University Service (involvement in student groups, etc, optional)

Department Service (Committees, offices, chairs, department talks, panels for class)

Graduate Student Supervision (some debate on the location)

Community Involvement (optional)

Volunteer work, offices, lectures

Media Coverage

HONORS

this could be near front of CV or near the back

Honors

Awards

Funding / Grants / Scholarships (when you have enough divide them out)

SKILLS (Optional depends on field)

Animal Skills

Computer Skills
Technical Skills (Optional)
Lab Skills
Medical Skills
Outdoor field skills

EXTRACURRICULAR

Travel (optional, field dependent)
Foreign Language skills (optional, field dependent)
Professional Affiliations