

NAME
Street Address
City, ST Zip
(###) ###-####
email address

Comment [D1]: Name should always be first, the largest thing on the page, and formatted in a way that is the most noticeable on the page. There are many ways to format your contact information just make sure it is easy to read.

Comment [D2]: Section titles can be left aligned, centered, underline, whatever you prefer but format must remain consistent through the document. It is also important that the most meaningful information is on top, to the left, and formatted in a way that draws attention. [1]

EDUCATION

Degree Type, area of concentration Expected graduation Month Year
Academic Institution, City, State
Dissertation or Thesis:
Advisor or Chair: *(Expect this person to be contacted)*
Honors: (as appropriate) May appear simply as a sentence such as: *Awarded the X Prize for Outstanding Dissertation.*

Comment [D3]: Dates are usually at the far right or the right most item on the line. The most important information goes on the top, the left, and on the 1st page.

Degree Type, area of concentration Year
Academic Institution, City, State
Thesis:
Honors: (as appropriate) May appear simply as a sentence such as: *Awarded the X Prize for Outstanding Dissertation.*

Comment [D4]: For example, if you have taught at an Ivy League School that may go first. If you have taught at an unknown community college perhaps title such as "Adjunct Faculty" would go first.

Comment [D5]: Generally the years are enough unless you held multiple jobs less than a year. You would then list Month and Year and remain consistent throughout with dates.

Repeat for each additional degree.

TEACHING EXPERIENCE

Title or institution whichever is most meaningful Year - Present
City, State follows institution
Responsibility statement (optional).

- Bulleted accomplishments.

Comment [D6]: The responsibility statement could be used to highlight responsibilities of the position. It's the only place on your c.v. that you may use the words "Responsible for..." It [2]

Comment [D7]: These begin with an "action verb" that is present tense for the current position and past tense for former positions. Verb tense must be consistent throughout. Accomplishment statements [3]

Comment [D8]: List your other professional experience in reverse chronological order. You can continue to categorize it in ways that would be meaningful to your next employer.

RELATED EXPERIENCE or OTHER CATEGORY OF PROFESSIONAL EXPERIENCE

Title or employer whichever is most meaningful Year - Year
City, State follows employer
Responsibility statement (optional).

- Bulleted accomplishments.

Comment [D9]: For example, if you have taught at an Ivy League School that may go first. If you have taught at an unknown community college perhaps title such as "Adjunct Faculty" would go first.

Comment [D10]: The responsibility statement could be used to highlight responsibilities of the position. It's the only place on your c.v. that you may use the words "Responsible for..." It [4]

Comment [D11]: These begin with an "action verb" that is present tense for the current position and past tense for former positions. Verb tense must be consistent throughout. Accomplishment statements [5]

NEXT SECTION MOST RELEVANT FOR POSITION

See the CV Writing Guide for ideas for additional sections.

Comment [D12]: Sections need to be listed in the order that is most important to the positions and institutions for which you are applying. You may omit sections that aren't important even though [6]

Page 1: [1] Comment [D2] Deakins

Section titles can be left aligned, centered, underline, whatever you prefer but format must remain consistent through the document. It is also important that the most meaningful information is on top, to the left, and formatted in a way that draws attention to it. Usually for a C.V. Education is the first section listed. Consider expanding this section if you don't have much teaching experience. You may include courses that you would like to teach. If you haven't yet graduated you may

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The responsibility statement could be used to highlight responsibilities of the position. It's the only place on your c.v. that you may use the words "Responsible for..." It can be a useful statement for clarifying titles or drawing attention to your responsibilities from previous positions that would be meaningful to prospective employers.

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These begin with an "action verb" that is present tense for the current position and past tense for former positions. Verb tense must be consistent throughout. Accomplishment statements also include a quantitative statement or qualitative statement illustrating a result. Only include bullets relevant to the position in which you are applying. List them in order of importance. Three to six accomplishments for each position are generally enough.

Page 1: [4] Comment [D10] Deakins

The responsibility statement could be used to highlight responsibilities of the position. It's the only place on your c.v. that you may use the words "Responsible for..." It can be a useful statement for clarifying titles or drawing attention to your responsibilities from previous positions that would be meaningful to prospective employers.

Page 1: [5] Comment [D11] Deakins

These begin with an "action verb" that is present tense for the current position and past tense for former positions. Verb tense must be consistent throughout. Accomplishment statements also include a quantitative statement or qualitative statement illustrating a result. Only include bullets relevant to the position in which you are applying. List them in order of importance. Three to six accomplishments for each position are generally enough.

Page 1: [6] Comment [D12] Deakins

Sections need to be listed in the order that is most important to the positions and institutions for which you are applying. You may omit sections that aren't important even though you have the experience. See the CV Writing Guide for ideas. Be sure to include a section for PROFESSIONAL ASSOCIATIONS.