

# Resume and CVs

Career Services presents...

## CV Templates

Here are a few headings you may wish to include in your CV; however you should consult with an expert in your discipline for discipline specific conventions:

### CONTACT INFORMATION

Name, address, phone number and e-mail, academic blog/website

### EDUCATION

#### **Doctor of Philosophy, Discipline**

Year-Year

University, City, Province

Thesis: Title

Supervisor: Name

#### **Master of (Degree), Discipline**

Year-Year

University, City, Province

Thesis: Title

Supervisor: Name

#### **Bachelor of (Degree), (add graduation distinction if applicable), Discipline**

Year-Year

University, City, Province

### HONOURS/AWARDS/SELECTED HONOURS

Create a bulleted list of awards, fellowships and grants-include granting institution and date awarded. If you have a number of awards, pick the most relevant and/or prestigious and list under heading "selected awards". If you have one award per degree you may choose to list them as a bullet under the respective degree.

### TEACHING AND/OR RESEARCH INTERESTS

If relevant, list 4-6 bullet points with key descriptors of your research and/or teaching interests. Ensure your list aligns with the set objectives of your CV and that the language used is specific to your discipline.

### RESEARCH EXPERIENCE

List relevant research experience acquired through academic studies and research positions (assistantships, research projects etc.). If you are applying for a position that emphasizes the research role, put this section before teaching experience.

**Name of position**, department/organization or university

Year-Year

City, Province

- Use brief sentences starting with verbs to describe your activities and achievements

### **Want additional career advice?**

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or if applicable

**Name of position**, department/organization or university

Year-Year

City, Province

Project Title:

Supervisors:

## **TEACHING EXPERIENCE**

List all relevant teaching related positions (Teaching Assistantships, Instructor positions etc.). Include the name of the courses taught and course codes. Indicate if you have played a role in designing the course (i.e., reading list, essay topics, course outline etc.). You may want to include additional information such as class size. If you are applying for a position that emphasizes the teaching role, put this section before research.

**Name of position**, department/organization or university

Year-Year

City, Province

Course title:

- Use brief sentences starting with verbs to describe your activities and achievements

\*If you have little teaching and/or research experience you can combine the two categories into "Teaching and Research Experience"

## **PROFESSIONAL ACADEMIC AND ADMINISTRATIVE EXPERIENCE**

Since academic positions often have an administrative and committee work component, you can showcase your administrative experience by adding a separate category. This can include departmental committee work, sitting on hiring panels, acting as chair, treasurer or secretary of academic associations or councils.

**Name of position**, department/organization or university

Year-Year

City, Province

## **PROFESSIONAL EXPERIENCE**

If you have worked outside of academia but have acquired relevant experience elsewhere you can include this on your CV.

**Name of position**, organization

Year-Year

City, Province

- Use brief sentences starting with verbs to describe your activities and achievements

## **PUBLICATIONS**

This section normally falls towards the end of the CV and varies greatly from discipline to discipline. It is important to cite your publications properly according to the conventions of your discipline.

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If your list is extensive, you may wish to subdivide your publications into categories (i.e., books, journal articles, refereed publications, non-refereed publications etc.). If you have submitted works that are yet to be published you may choose to create a separate category called “Works Submitted” and list the title and the journal to which the work has been submitted.

## **PRESENTATIONS/CONFERENCES/POSTERS**

It is important that you separate conferences (attended and/or presented at), as well as posters and presentations. Cite the date of your publication/presentation as well as the title of the work and the location at which the presentation took place.

## **PROFESSIONAL MEMBERSHIPS**

Include a list of professional organizations of which you are affiliated with to further demonstrate engagement in your discipline.

**Member**, name of organization, city, province Year-Year

## **PROFESSIONAL DEVELOPMENT/ADDITIONAL TRAINING**

Include a list of additional training that is directly relevant to the purpose of your CV. You may want to include workshops or courses related to teaching, leadership etc.

**Name of workshop**, location Year

## **COMMUNITY INVOLVEMENT/ACTIVITIES**

Volunteer work that relates particularly to your discipline can be of value to include in your CV. If this list is extensive you may choose to create a separate category called “University Community Involvement” to highlight university related volunteerism.

**Position**, Organization, City, Province Year-Year

- Include a brief summary of your role and/or the organizations

## **LANGUAGES**

List languages (spoken and written) and distinguish level of fluency.

## **TECHNICAL SKILLS**

If relevant, list specialized techniques, skills, software or databases.

## **REFERENCES**

List the individuals (usually 3) who will be providing you with a reference letter.

NAME

Department, University/Institution

Phone number, e-mail address

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