

UIS CAREER DEVELOPMENT CENTER
Curriculum Vitae Worksheet

Name _____

Current Address

Street _____ City, State, Zip _____

Phone _____ E-mail _____

Objective (*Objectives are usually omitted for academic institutions. If you do choose to include an objective it should be a simple, clear statement of the type of position you are seeking*)

Education

Institution _____ City, State _____ Degree _____ Field _____ Date _____

GPA (*3.0 or greater*)

- Dissertation or thesis: (*brief, clear summary of your thesis topic may include a thorough abstract of your thesis at the end*)
- Advisor: (or “committee.” *Include all the names of the people on the committee if a member is well known.*)

Relevant Course Work (Field of Study)

-
-
-

Honors and Awards

Award, Date (*substantial awards only. If from another country, give a brief description. For example, “Awarded the top 1% of students graduating nationally.”*)

Research Interests (*Use reverse chronological order*)

Institution, Position _____ Date _____

Discuss the overview of the research, stressing the purpose and conclusion. Make this interesting!

- You can also bullet specific information about the research.
- Include techniques used and the responsibilities you had.

Academic and/or Teaching Experience (*List which ever section pertains to you; if you are including both, list the most relevant one first followed by the other.*)

Title, Institution, Course Title, _____ Date _____

Discuss and provide detail about the roles and responsibilities you had in this experience. If you do not have a great deal of experience you can include information about the supervision of students in a lab. You can also include information about internships or any relevant volunteer work as well.

Presentations (*List any presentations you have given*)

“Title of your presentation”, Location/Event _____ Date _____

UIS CAREER DEVELOPMENT CENTER

Curriculum Vitae Worksheet

Name, p. 2
Put your name and
Page number on each
Page after the first

Publications (*List any items you have had published here. If you have a large number you may want to organize in categories of types of publications such as books, magazines, etc.*)

Give the proper citation for your publication

Skills/Lab Experience/Instrument Experience

You may include a list of important skills you possess provided that they are relevant for the position you are applying for. Examples include languages spoken and important research techniques.

Affiliations and Membership

Association _____

Date

References (*Recommended to be listed on a separate sheet, however if they are well organized then they may be included on a CV. Follow directions and requirements*)

Name, Contact Information

Other Experience

Options to include are foreign languages, relevant interests, community activities, volunteer work, travel etc. If your undergrad degree is from outside the United States employers often wonder about U.S. work permission, this section allows you to include any favorable visa status.