Your Name

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| --- | --- |
| Phone: (000) 000-0000youremail@companysite.com | Mailing AddressCity, ST 00000 |

This [CV template](https://www.vertex42.com/resumes/cv-template.html) provides an example of how to structure your curriculum vitae using a table format. To add a tab when you are working in a table, you can press Ctrl+tab. Watch out for sections being split across multiple pages. You may need to insert more rows and create headings such as “Publications (continued)”, or add white space to fix widow/orphan lines. To show/hide the table gridlines while you are working, go to: Table > Hide/Show Gridlines. *Don’t forget to change your name in the footer*. This CV template is copyrighted by Vertex42.com (see [terms of use](https://www.vertex42.com/licensing/EULA_privateuse.html)). Visit [Vertex42.com](https://www.vertex42.com/resumes/cv-template.html) for more information about writing your CV.

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| Education | **PhD University Name**, Electrical Engineering, *Date* Dissertation: “Title” Committee: Name (chair), Name, Name**MS University Name**, Electrical Engineering, *Date* Thesis: “Title” Advisor: Name**BS University Name**, Electrical Engineering, *Date* Graduated Summa Cum Laude Minored in Mathematics Major GPA: 3.7/4.0, Overall GPA: 3.4/4.0 |
| Honors and Awards | List relevant awards, fellowships, honors, grants, and academic distinctions in reverse chronological order. Include a short description if necessary.**Title of Award**, 2008Brief description**Title of Fellowship**, 2005Brief description**Title of Grant**, 2005Brief description |
| Research Experience | If you are applying for a teaching position, you might want to list the teaching experience section before the research experience section. Highlight important accomplishments, skills, and projects using concise sentences, beginning with an action verb. Complete sentences are not necessary. Be consistent in your grammatical style.**Dissertation**, Name of Institution, Location, DatesAdvisor: Name* Skill/Accomplishment/Project
* Skill/Accomplishment/Project

**Institution/Company/Organization**, Location, Dates**Position**, Lab or Advisor Name* Skill/Accomplishment/Project
* Skill/Accomplishment/Project

**Company/Organization**, Location, Dates**Position*** Skill/Accomplishment/Project
* Skill/Accomplishment/Project
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| Teaching Experience | When listing courses, include a brief description so that the course can be compared to a similar course at another university. You might want to include the typical number of students in the course as well as list your responsibilities such as developing course materials, lecturing, grading, developing the syllabus, etc. How you decide to list or group your courses, skills, teaching methods, roles, and responsibilities will depend on your amount of experience. The examples below are just a few ideas.*Name of University*, Location**Associate Professor**, Department, Dates* Taught *Name of Course*, an undergraduate course averaging 120 students per semester, covering the following topics: topic, topic, topic, topic
* Developed quizzes, exams, and homework
* Revised the syllabus to meet accreditation standards
* Coordinated grading and labs with a team of 4 teaching assistants

 **Doctoral Students Advised** Name, “Thesis Title”, Date Graduated Name, “Thesis Title”, Date Graduated Name, “Thesis Title”, Date Graduated **Masters Students Advised** Name, “Thesis Title”, Date Graduated Name, “Thesis Title”, Date Graduated Name, “Thesis Title”, Date Graduated*Name of University*, Location**Teaching Assistant**, Department, Dates* Highlight important projects, duties, skills, and responsibilities following a consistent grammatical style
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| Publications | List your publications in reverse chronological order. Use an acceptable reference format commonly used in your field. Group your publications into different categories if you have a sufficient number to do so. BooksLastname, F.M., Book Title, Location:Publisher, 2008.Journal PublicationsLastname, F.M., Lastname, F.M., and Lastname, F.M., “Article Title,” Journal Name, vol. 1, no. 3, 2008, pp. 503-509.Lastname, F.M., Lastname, F.M., and Lastname, F.M., “Article Title,” Journal Name, vol. 1, no. 3, 2008, pp. 503-509.Journal Papers AcceptedLastname, F.M., Lastname, F.M., and Lastname, F.M., “Article Title,” To be published in: Journal Name.Lastname, F.M., Lastname, F.M., and Lastname, F.M., “Article Title,” To be published in: Journal Name.Journal Papers in ReviewLastname, F.M., Lastname, F.M., and Lastname, F.M., “Article Title,” Submitted to: Name of Journal.Lastname, F.M., Lastname, F.M., and Lastname, F.M., “Article Title,” Submitted to: Name of Journal.Conference Papers*(Peer-Reviewed)*Lastname, F.M. and Lastname, F.M., “Article Title,” Proceedings of Conference Name, Nov. 17-18, 2008, PAPERID-000000, pp. 503-509.Lastname, F.M. and Lastname, F.M., “Article Title,” Proceedings of Conference Name, Nov. 17-18, 2008, PAPERID-000000, pp. 503-509.*(Abstract-Reviewed)*Lastname, F.M. and Lastname, F.M., “Article Title,” Proceedings of Conference Name, Nov. 17-18, 2008, PAPERID-000000, pp. 503-509.Lastname, F.M. and Lastname, F.M., “Article Title,” Proceedings of Conference Name, Nov. 17-18, 2008, PAPERID-000000, pp. 503-509.Conference Papers in ReviewLastname, F.M. and Lastname, F.M., “Article Title,” Proceedings of Conference Name, Nov. 17-18, 2008, PAPERID-000000, pp. 503-509.Lastname, F.M. and Lastname, F.M., “Article Title,” Proceedings of Conference Name, Nov. 17-18, 2008, PAPERID-000000, pp. 503-509. |
| Patents | InventorLastName, F.M., InventorLastName, F.M., “Title of Invention,” Unites States Patent, No. 0000000.InventorLastName, F.M., InventorLastName, F.M., “Title of Invention,” Unites States Patent, No. 0000000. |
| Presentations and Invited Lectured | Paper Presentation, “Title of Paper,” *Name of Conference*, Date.Keynote Address, “Title of Presentation,” *Name of Conference*, Date.Workshop, “Title of Presentation,” *Name of Workshop*, Date. |
| Professional Training | **Seminar or Workshop**Name of Institution, Location, DateDescription: Include a brief description, if necessary.**ABC Certification**, Name of Organization], DateDescription: Include a brief description, if necessary.**Company/Organization**, [Position], [Department], (Dates)* Skill/Accomplishment/Award/Certification
* Skill/Accomplishment/Award/Certification
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| Professional Affiliations | Name of Organization, 2001-PresentDescription of role or responsibilities, if applicable.Name of Organization, 2000-PresentDescription of role or responsibilities, if applicable. |
| Professional Service | **Symposium Co-Organizer**Name of Conference, Symposium, Year**Peer-Reviewed Articles for**:* Name of Journal
* Name of Journal
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| Community Service | **Organization**[Title/Position/Duty], [Location], Dates**Science Fair Judge**[Name of Fair], [Location], Dates |
| Languages | List the languages that you know, along with your level of proficiency. Use an appropriate proficiency scale such as the ACTFL which provides guidelines for Novice, Intermediate, Advanced, Superior, and Distinguished levels in Listening, Speaking, Reading, and Writing.**English**: Native Language**Spanish**: Intermediate Listener, Novice Speaker, Advanced Reading and Writing |
| Computer Skills | It may be useful to provide a summary of your relevant skills, such as your computer skills. You could list your skills using a consistent format such as**Programming**: skill 1, skill 2, skill 3, skill 4**Applications**: skill 1, skill 2, skill 3, skill 4**Platforms**: skill 1, skill 2, skill 3, skill 4 |
| Other | Interests/Hobbies worth notingCitizenship |
| References | **Dr. Albert Jones**, [Title] [Department Name][University Name][Mailing Address]Phone: [Phone #]Email: [email address]**Dr. Anne Smith**, [Title][Department Name][Company Name][Mailing Address]Phone: [Phone #]Email: [email address] |