

## WHAT YOUR CURRICULUM VITAE SHOULD INCLUDE

### I. Name

Address (street address and email address) Phone number with area code.

### II. Education

A. Ph.D. school, location, date of degree or expected date of degree

Majors

Minors

Outside fields

B. M.A. school, location date of degree

Major

Minor

C. B.A. school, location date of graduation

D. Specialized Training

### III. Dissertation

A. Title and supervising professor

B. Write a brief summary of the dissertation. Explain how your thesis makes a significant contribution to scholarship in the field. Write it for a non-specialist audience. Describe your research; how long it took and where you carried out your work (countries, cities, major archives, dates, etc.). State the progress of the dissertation to the present, and offer to send a copy of the dissertation or available chapters on request.

### IV. Fellowships, Honors, Grants

A. Competitive or Special distinctions associated with passing M.A./PhD exams

B. All fellowships, scholarships, grants-in aid, etc.

C. Research grants

D. Honorary Awards

V. **Professional Experience** (including full-time teaching, editorial work, library work, paid research experience, etc.) List separately each professional position you have held in reverse chronological order, your most recent work experience is most relevant to your present skills. Start each job description with a one line summary which includes job title, employing institution, location and inclusive dates of employment. Indent and write a short description of what you did in the job.

A. **Teaching Experience**—categorize by level of responsibility

1. Instructor (responsible for the class) explain what you did i.e. wrote syllabus, exams, assignments etc.

2. Teaching Assistant—brief paragraph of duties performed, then list of classes you TA'd for and # of times

3. Teaching enrichment activities—workshops, classes etc. that focused on pedagogical development

4. Teaching interests—courses you can teach and would like to teach

**B. Research Experience**

1. Research Assistant
2. Research Associate
3. Research Interests

**C. Other Related Work Experience**

VI. **Research Products**-- The fruit of your research labor should be categorized according to importance (this many vary by discipline) First, list all publications you would be willing to show a search committee. Conference proceedings should be next since they are often non-refereed, followed by a section for conference papers. If you have work out for review or that is close to completion that you will send out, you can have a section titled works in progress. At the bottom of this section state that copies are available upon request. Do not include something you would not wish to show a search committee.

**A. Publications**

1. Invited book chapter
2. Published abstract

**B. Works in Progress**—only those that are out for review

VII. **Presentations**

- A. Conference presentations-- Conference Proceedings, Conference Papers
- B. Invited lectures

VIII. **Academic and Professional Service**

- A. Institutional service—search committee, senate committee, graduate student representative
- B. Professional Service--Any relevant on campus or professional organizations, especially leadership positions
- C. Public service—volunteer work etc.

X. **Professional Affiliations**

**Other Categories**

XI. **Technical skills**—computers: hardware/software, Lab techniques and equipment. Certifications if applicable (conflict mediation)

XII. **Language competencies**

XIII. **Experience abroad**

XIV. **References** --Name, Title, Address, Phone, Email. Check with your department for your discipline's preference.