

# YOUR NAME

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This [CV template](#) by [Vertex42.com](#) provides an example of how to structure your curriculum vitae using a basic outline format. This extended multi-page format is mainly suited for academic and research positions. Reorder and modify the headings and content as needed. Delete the explanatory text after reading. *Don't forget to change the name in the footer.* Visit [Vertex42.com](#) for [CV writing tips](#) or to find other types of resume templates.

## EDUCATION

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- |            |   |          |
|------------|---|----------|
| <b>PhD</b> | University Name, Electrical Engineering<br>Dissertation: "Title"<br>Committee: Name (chair), Name, Name | May 200X |
| <b>MS</b>  | University Name, Electrical Engineering<br>Thesis: "Title"<br>Advisor: Name                             | May 200X |
| <b>BS</b>  | University Name, Electrical Engineering<br>Graduated Summa Cum Laude<br>Minored in Mathematics          | May 200X |

## HONORS AND AWARDS

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List relevant awards, fellowships, honors, grants, and academic distinctions in reverse chronological order. Include a short description if necessary.

- |   |      |
|---|------|
| <b>Title of Award</b><br>Brief description      | 200X |
| <b>Title of Fellowship</b><br>Brief description | 200X |
| <b>Title of Grant</b><br>Brief description      | 200X |

## RESEARCH EXPERIENCE

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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.

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|---|------|
| <b>Dissertation</b> , Name of Institution, Location | 200X |
|---|------|

Advisor: Name

- Skill/Accomplishment/Project
- Skill/Accomplishment/Project

**Institution/Company/Organization**, Location

200X to 200X

**Position**, Lab or Advisor Name

- Skill/Accomplishment/Project
- Skill/Accomplishment/Project

**Company/Organization**, Location

200X to 200X

**Position**

- Skill/Accomplishment/Project
- Skill/Accomplishment/Project

## **TEACHING EXPERIENCE**

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When you list 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

May 200X to Aug 200X

**Associate Professor**, Department

- 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

May 200X to Aug 200X

**Teaching Assistant**, Department

- Highlight important projects, duties, skills, and responsibilities following a consistent grammatical style

## **PUBLICATIONS**

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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.

### ***Books***

Lastname, F.M., Book Title, Location: Publisher, 2008.

### ***Journal Publications***

Lastname, 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 Accepted***

Lastname, 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 Review***

Lastname, 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 Review***

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.

**PATENTS**

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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 LECTURES**

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**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**

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**Seminar or Workshop**

Name of Institution, Location, Date

Description: Include a brief description, if necessary.

**ABC Certification**, Name of Organization], Date

Description: Include a brief description, if necessary.

**Company/Organization**, [Position], [Department], Dates

- Skill/Accomplishment/Award/Certification
- Skill/Accomplishment/Award/Certification

**PROFESSIONAL AFFILIATIONS**

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Name of Organization, 200X-Present

Description of role or responsibilities, if applicable.

Name of Organization, 200X-Present

Description of role or responsibilities, if applicable.

### PROFESSIONAL SERVICE

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#### **Symposium Co-Organizer**

Name of Conference, Symposium, Year

#### **Peer-Reviewed Articles for:**

- Name of Journal
- Name of Journal

### COMMUNITY SERVICE

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#### **Organization**

[Title/Position/Duty], [Location], Dates

#### **Organization**

[Title/Position/Duty], [Location], Dates

### LANGUAGES

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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

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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

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Interests/Hobbies worth noting

Citizenship

## REFERENCES

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**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]