

Sample Doctoral Candidate Curriculum Vitae Format

“The Curriculum Vitae, commonly referred to as a CV, Vita, or Vitae, is a brief biographical **resume** of one’s educational and work background. It can be considered an ‘academic resume.’”

0.75”-1.00” even margins on all sides
(You can also use a temporary and permanent address)

Name
Address
Telephone
E-Mail

For name and all major categories use 14-font, bold, text 12-font.

***Double Space between each major category**

Philosophy Statement or Profile - optional

Relating to field of interest

OR

Professional/Career/Vocational/Research Objective(s) - optional

This category can be as brief as one sentence stating a general goal or as long as a brief paragraph expressing both short-term and/or long term goals.

Education

Your objective is to provide a brief but thorough understanding of this aspect of your academic background.

List Degree Program, College, Location, Graduation month and year, GPA (optional if it is 3.0 or higher). If you have additional degrees, double-space and list with the same format.

Honors/Scholarships (optional)

List the honor and year you received it. Lead with the most recent first.

Thesis/Dissertation Abstract

Include a brief description of your thesis or dissertation, including full title and date of completion.

Additional Coursework (include on page 2)

List all courses in groups that support and strengthen your professional, career, and vocational or research objectives.

Do not include course numbers or abbreviations; give only complete course titles. Brief descriptions are optional

Cultural Diversity in American Higher Education
History of Higher Education in the United States
Organization and Governance in Higher Education
Student Development Theory

Graduate Assistantships/Practicum

Clinical Experience**Research Interests****Research and/or Laboratory Experience**

Provide detailed descriptions of your research and laboratory experience. Be sure to include the title of each project and information concerning its actual or potential publication.

Teaching Experience

Describe only those teaching interests that can be documented by experience, tutoring experience and group learning.

Additional Coursework – optional**Publications/Works-In-Progress**

Include publications of your own, co-authored publications with faculty or colleagues and provide appropriate citations of them.

List unpublished manuscripts only if they are actually being considered for publication

Presentations/Seminars/Workshops

Detailed descriptions of presentations, particularly those given before academic societies and professional associations

Include title, name of organization, location of the meeting and date

Fellowships and Grants**Professional Experience**

Include graduate assistantships, internships, and other related work experience

Title, Name of Employer, Location, Dates

Additional Work Experience

Include part-time and full-time positions not directly related to your job major.

(Your previous work experience should only include jobs during university/college years)

Professional and Academic Associations/Affiliations**Community Involvement****CV Tips and Guidelines**

- Prepare a clear, well-organized and concise CV
- Include relevant headings and copy on a quality bond paper
- Be consistent and avoid mixing fonts and format
- Please make sure content is relevant and necessary