

Guide to Curriculum Vitae (CV)

Firstname M. Lastname

first.last@queensu.ca | 123-456-7890 | LinkedIn | website or ResearchGate (if applicable)

RESEARCH INTERESTS

- List research interests that reflect your current focus and future interests
- Include the skills, methodologies, and techniques you have expertise in

ACADEMIC CREDENTIALS

Ph.D. Program Name, University's Name Expected YYYY

Dissertation:

Committee or Supervisor:

Master's Degree and Program Name, University's Name Month YYYY

Thesis:

Supervisor:

Bachelor of Program Degree and Program Name, University's Name Month YYYY Any

Other Education (e.g., Certificate, Diploma), Institution Name Month YYYY

CERTIFICATIONS AND DESIGNATIONS

Certificate or Designation Name, Issuing Organization Month YYYY

- Include any specific titles or abbreviations, certification number or details, and/or expiration date
- You may include non-academic credentials but prioritize the most relevant ones first

AWARDS, SCHOLARSHIPS, AND HONORS

- List all honors, scholarships, and awards received in reverse-chronological order
- Include the granting institution or organization
- Describe the purpose of the award and/or the criteria for receiving it
- Include the monetary value (if applicable)

RESEARCH FUNDING AND/OR GRANTS AWARDED

- Include the organization that granted the funds and which institution you were attending when it was awarded
- Briefly describe the purpose of funding or grant and include the dollar amount
- Include your role in the research project (such as Principal Author, Co-Principal Author, Principal Investigator, Co-Investigator, Collaborator, and so on)

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PUBLICATIONS

- List publications in reverse chronological order of when they were published.
- Publications can be sub-categorized into Peer Reviewed (published or manuscripts submitted), Non-Peer Reviewed (published or manuscripts submitted), Reports, Book Chapters, Books, Submitted for Review, and so on
- Use the citation style associated with your discipline
- In some disciplines it is common to bold your name in the list of authors and/or number your publications in the left margin

CONFERENCE PRESENTATIONS

- List conference presentations in reverse chronological order
- Presentations can be sub-categorized into keynote addresses, poster presentations, panel discussions and so on
- Include the title of your presentation, the name of the conference, the dates of the conference, and the location
- Conference presentations can also be grouped according to papers presented (first author) or papers contributed (co-author)

WORKSHOPS AND PANELS ORGANIZED

- List workshops or panels in reverse chronological order
- Include the title of workshop or panel, as well as the date and the location
- Briefly describe the purpose and objectives of the workshop or panel discussion
- Include the target audience (if applicable)
- Include collaborators and co-organizers (if any)
- Include topics covered and outcomes (if applicable)

INVITED TALKS

- List the invited talks in reverse chronological order
- Begin with the title of your talk, and include the name of the event where you were invited to speak, the date, and location
- Include topics covered during the talk

PROFESSIONAL ASSOCIATIONS

- List all professional memberships you hold (if any)
- Specify your membership level. For example, member, associate, or fellow
- Include the year you joined the association

TEACHING EXPERIENCE

- List teaching experiences in reverse chronological order
- Teaching experiences can be grouped by your role (instructor, teaching assistant and so on)
- List all teaching experiences with their respective date (term), and institution
- Include course title as well as the main content taught
- Specify the level and number of students taught (e.g., 200, first year students)
- Include specific teaching methods and approaches used

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- Include courses developed if any (consider making this its own section if you have developed or assisted in developing more than one)
- If you played supervisory or advisory roles to students on their projects, theses and research works, you should include them in their own section

RESEARCH EXPERIENCE

- List all your research experience in reverse-chronological order.
- Include the title of the institution and location
- Briefly highlight your contributions to the research project
- Include any outcomes of the research (e.g., findings, awards, publications)

PROFESSIONAL EXPERIENCE

- List your experience in reverse-chronological order
- Include the title or role, as well as the organization and location
- Use point form to describe your role. Begin each statement with an action word, provide context using both qualitative and quantitative terms, and demonstrate the result or value of your contribution
- Quantify your experience with information such as number of people involved or time spent on a project.

SERVICE WORK OR CONTRIBUTIONS

- List your experience in reverse-chronological order
- Include the title or role, as well as the organization and location
- Emphasize how your community involvement is relevant to the role you are applying for
- Include a variety of activities, such as volunteering, organizing events, mentoring, and so on.
- Link your community contributions to specific skills or values that are valuable to the role you are applying to.

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