

# Resumes & CVs

## Name

Address

City, Province, Post Code

Phone Number    Email Address

Here are a few headings you may wish to include in your CV; however you should consult with an expert in your discipline for discipline specific conventions:

### **EDUCATION**

#### **Doctor of Philosophy, Discipline**

**Year-Year**

University, City, Province/Country

- Thesis: Title
- Supervisor: Name

#### **Master of Degree Name, Discipline**

**Year-Year**

University, City, Province/Country

- Thesis: Title
- Supervisor: Name

#### **Bachelor of Degree Name, Discipline**

**Year-Year**

University, City, Province/Country

- Graduated with \_\_\_\_ (add graduation distinction if applicable)
- GPA (optional): \_\_\_\_ / \_\_\_\_ (Letter equivalent)

### **HONOURS & AWARDS (OR SELECTED HONOURS)**

Create a bulleted list of awards following the format of your discipline, fellowships and grants-include granting institution and date awarded. If you have a number of awards, pick the most relevant and/or prestigious and list under heading "selected awards". If you have one award per degree you may choose to list them as a bullet under the respective degree.

- *Name of Award, Donor, amount (optional), Year(s)*

### **TEACHING AND/OR RESEARCH INTERESTS**

If relevant, list 4-5 bullet points with key descriptors of your research and/or teaching interests. Ensure your list aligns with the set objectives of your CV and that the language used is specific to your discipline.

### **RESEARCH EXPERIENCE**

List relevant research experience acquired through academic studies and research positions (assistantships, research projects etc.). If you are applying for a position that emphasizes the research role, put this section before teaching experience.

**Position Title**, Department

**Year-Year**

Organization/University, City, Province/Country

- Use brief sentences starting with verbs to describe your activities and achievements



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**Position Title**, Department  
Organization/ University, City, Province/Country  
Project Title:  
Supervisors:

**Year-Year**

- Use brief sentences starting with verbs to describe your activities and achievements

## **TEACHING EXPERIENCE**

List all relevant teaching related positions (Teaching Assistantships, Instructor positions etc.). Include the name of the courses taught and course codes. Indicate if you have played a role in designing the course (i.e., reading list, essay topics, course outline etc.). You may want to include additional information such as class size. If you are applying for a position that emphasizes the teaching role, put this section before research.

**Position Title**, Department  
Organization/University, City, Province/Country  
Course title:

**Year-Year**

- Use brief sentences starting with verbs to describe your activities and achievements

*\*Note: If you have little teaching and/or research experience you can combine the two categories into "Teaching and Research Experience"*

## **PROFESSIONAL ACADEMIC AND ADMINISTRATIVE EXPERIENCE**

Since academic positions often have an administrative and committee work component, you can showcase your administrative experience by adding a separate category. This can include departmental committee work, sitting on hiring panels, acting as chair, treasurer or secretary of academic associations or councils.

**Position Title**, Department  
Organization/University, City, Province/Country

**Year-Year**

- Use brief sentences starting with verbs to describe your activities and achievements

## **PROFESSIONAL EXPERIENCE**

If you have worked outside of academia but have acquired relevant experience elsewhere you can include this on your CV.

**Position Title**  
Organization, City, Province/Country

**Year-Year**

- Use brief sentences starting with verbs to describe your activities and achievements

## **PUBLICATIONS**

This section normally falls towards the end of the CV and varies greatly from discipline to discipline. It is important to cite your publications properly according to the conventions of your discipline.



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