

Anatomy of a Curriculum Vitae

<http://www.studentaffairs.duke.edu/career/cvguide>

Name

Contact Information

Research / Teaching Interests (*optional*)

Education

Research Experience / Assistantship

Projects under review and in progress

Publications

(*Refereed, Under Review, Submitted To, Forthcoming/In Process*)

Books, Chapters, Reviews

Journal Articles

Columns and Guest Blogging

Invited talks (*lectures, presentations*)

Conference Presentations / Poster Sessions

Media Contributions (*interviewed or quoted in media – NY Times/CNN*)

Teaching Experience / Assistantships

Lecturer, adjunct, associate instructor etc.

Instructor of Record / Instructor with Sole Responsibility, Institution, Class name and number, number of students, semester, year

Advising

Mentoring

Tutoring

Service to:

Profession i.e. Manuscript Reviewer for Scholarly Publications/Conferences

University Level

Departmental Level, University, or School Level

Community

Honors

Awards

External Funding / Fellowships / Grants

Professional Experience

Leadership

Internships

Skills:

Technical, Computer, Language, Other

Certifications

Memberships / Affiliations

CV's are frequently longer than resumes, since they emphasize academic achievements. The organizational order should align with the needs of the employer and may vary within disciplines.