# Middle Tennessee State University

# STUDENT GUIDE
## TO THE CURRICULUM VITAE

ACTION WORDS CONSISTENT PROFESSIONAL
QUANTIFY HIRING AUDIENCE
PROOFED
RESULTS FORMAT

CONCISE TARGETED
DYNAMIC SKILLS
BRANDING DESIGN

## Career Development Center

# Table of Contents

# What is a Curriculum Vitae?

A curriculum vitae (more commonly known as a CV, derived from the Latin meaning "course of life") is a document similar to a resume, but with some distinct differences. You will often see requests for a CV if you are applying to graduate or professional programs (especially in the sciences or social sciences), or if you're applying to careers in academia. CVs may also be required if you want to work abroad in places like Europe.

## So what makes a CV different from a resume?

| Resume | Both | CV |
|---|---|---|
| Typically highlights work experience in a concise way | Include contact information, education, work experience, and skills. | May also include publications, presentations, awards, honors, teaching experience, research experience, grants, and more! |
| Usually only one page in length | Should include material that is relevant and persuasive | As long as necessary to cover the material (allows room to elaborate on experiences) |
| Tailored to different positions | Keep audience in mind | Relatively static |

As with creating a resume, there are three key elements to create a strong CV:

1. **Format:** How the information is organized and sectioned to present your content best.
2. **Design:** How the document looks—elements like font, sizing, color, use of white space, and bold, underline, and italic script.
3. **Content:** Word choice and phrasing that is simple yet dynamic and speaks to your target audience.

## Steps to Create Your CV

Writing a CV might sound scary, especially since it's usually several pages long! Although crafting this document will take some time, the actual steps are fairly straightforward.

1. Take inventory of your experiences.
2. Decide how you want to format your content.
3. Write the content of your sections with strong, persuasive language.
4. Make design choices, such as font, sizing, color, and use of bold/underline/italics.
5. Complete a final check and proofread.

# Step 1 | Taking Inventory

A CV will typically showcase a lot of material, and it can be overwhelming to figure out where to begin. Taking inventory of the information you want to include is a great place to start! Get a sheet of paper or open a blank document. Collect as much information about yourself as you can to start. Fill in the sections on this page, then add other applicable information to the sections on the following page.

## Contact Information

1. **Name**
2. **Mailing Address** (Street and Number)
3. **City, State, Zip**:
4. **Email Address** (needs to be professional)
5. **Phone Number** (with a voicemail and a professional greeting.)

> **Should I use my MTSU email?**
> We recommend a personal (yet professional) email address, preferably one that has your first and last name rather than your MTSU email, which is just letters and numbers.

## Education

1. **Exact Degree Title** (don't abbreviate)
2. **Exact Major, Exact Minor(s)**
3. **Name of School**
4. **Location of School** (city, state)
5. **Projected Date of Graduation** (month and year)
6. **Cumulative GPA** (include if above a 3.0)
7. **Major GPA** (include if above a 3.0)
8. **Most Relevant Coursework** (choose 6-9 classes that are upper-division or more specialized. Avoid including general or introduction classes here)

> **Do I include my high school?**
> Generally, no. Once you're in college, all your college experience is more relevant.

## Professional Experience (repeat as needed)

1. **Position Title**
2. **Date Worked** (month year - month year)
3. **Company Name**
4. **Location of Company** (city, state)
5. **Accomplishments** (list your role with the company in a results-oriented way: what problems did you solve, what processes did you make more efficient, what revenue did you increase, what waste did you decrease, what were you commended for doing well?)

## Skills

1. **Research Methodology Skills** (research design, data collection methodology, software for data analysis, presentation expereince, writing skills, etc.)
2. **Lab Skills** (specific technical skills, go beyond general classes)
3. **Specific Writing Skills**
4. **Languages** (spoken or programming)
5. **Software Skills**

> **Should I include class projects?**
> Maybe. If you have plenty of outside experience, you don't need to include class projects.

## Research Experience *(if applicable)*

1. **Position Title** (e.g. Research Assistant, Lab Manager)
2. **Dates Worked**
3. **Principal Investigator(s)**
4. **Brief Description of Project**
5. **Personal Achievements** (list what skills you gained or what you contributed to the project)

## Teaching Experience *(if applicable)*

1. **Position Title**
2. **Dates Worked**
3. **Institution**
4. **Description**
5. **Achievements**

## Awards and Honors *(if applicable)*

List any academic honors (e.g. Dean's List), scholarships, grants, or other awards. Include dates!

## Affiliations or Associations *(if applicable)*

List any student organizations you're a part of (include your position, whether as member or an officer position) and student affiliations (e.g. professional societies). Include dates!

## Volunteer Work *(if applicable)*

1. **Organization**
2. **Date(s)**
3. **Achievements or Contributions**

## Publications *(if applicable)*

Use proper citation guidelines for your discipline.

> **What if I have a presentation or publication under review, or I'm working on it?**
> Ask your research mentor for advice. You can often include entries with (in preparation) or (under review) in place of month and year.

## Presentations *(if applicable)*

Use proper citation guidelines for your discipline. For example, here are a few presentation entries in APA:

> **Should I include presentations at MTSU events?**
> Yes! When you're an undergraduate, don't exclude anything. If you presented at Scholars Week, for example, include that!

**Student, S. M.**, Faculty, M. L., & Collaborator A. B. (2019, November). *Should students include all presentations on their CV? The Answer is Yes*. Poster presented at the annual meeting of Some Interesting Organization (SIO), Murfreesboro, TN.

**Student, S. M**. & Faculty, M. L. (2020, July). *How do I choose a good mentor? A review of strategies for good working relationships*. Poster to be presented at the annual meeting of SIO, Nashville, TN

Now that you've collected a lot of information about yourself, you can start to assemble your document. This step will involve selecting the information you want to put on your document and how you want to section it. Then, you can make some choices about formatting. While creating a CV is subjective, remember to keep your audience in mind.

First, look through your inventory and decide what sections are applicable to your content. Look at how much information you have in each of your sections and consider combining any that may be related if you only have one entry in one of the sections. For example, if you have a scholarship in your Awards section but nothing else, consider moving the scholarship into your Education section.

Once you have your sections chosen, consider the order you would like to put them in. It's highly recommended to put your Education section first to provide context to a potential employer or admissions committee. After that, you can order the sections however you want. You want to showcase your best experience toward the top with the least relevant at the bottom. Consider viewing your CV through the reader's eyes—what would persuade them to read the rest of your document? For example, if you're applying to a program that is very research-heavy, consider putting that information on the first page. If you're applying for an adjust professor position, you would want to highlight your teaching experience.

Now that you've made some decisions about what will go into your document, you can start pulling the information together. Just like with writing a resume, there are some formatting principles you'll want to keep in mind.

### Principle 1. Define your margins.
We recommend using narrow margins (½") or no more than ¾" all around the page. When you use narrower margins, you're able to make better use of the space on the page. It also allows you to write longer bullet points without your sentences spilling over onto the next line.

### Principle 2. Eye catching name and contact information.
Your name should be the biggest thing on the page! Be sure to format your name and contact information in a way that is easy to read (consider using left and right alignment or separating your information with lines or bullet points).

### Principle 3. For all experience, use reverse chronological format.
For all of your information, put the most recent experiences at the top and the oldest at the bottom. This applies to every section.

### Principle 4. Use bullet points to increase readability
Bullet points break up your information to avoid a wall of text. Try to keep each bullet point to just one line whenever possible and stick to 2-6 bullet points for any given experience.

After getting your basic content on the page, you can start to work on your word choice and phrasing to make your content strong and persuasive. Be concise whenever possible and always make use of dynamic language.

**Principle 1.** Phrase your content in a results-oriented way.
For any of your experiences, focus less on describing your basic duties and responsibilities and more on what you achieved. For your experience (work, research, etc.), you may want to ask yourself these questions:

- What problems did you solve?
- What processes did you make more efficient?
- What ideas did you develop?
- What revenue did you generate?
- What waste did you reduce?
- What projects did you complete?
- What skills did you gain or apply?

Make sure that your content is descriptive while still being simple and concise, and quantify whenever possible. Use your content to highlight your soft skills that you may have developed without stating them outright.

**Principle 2.** Write in dynamic rather than passive language.
To ensure that you avoid focusing on job duties, use dynamic language rather than passive.

| Passive | Dynamic |
|---|---|
| Responsible for… | Planned and implemented… |
| Duties included… | Designed and launched… |

**Principle 3.** Include content that is relevant and persuasive.
For all of your content, ask yourself if the information adds to your application. Don't include irrelevant information just to take up space—remember, the length of the CV is determined by the relevant and persuasive content you have. Avoid adding fluff by asking if the information you're including waters down your strongest content.

We recommend making design choices after you've written and formatted your content, mostly because you can spend hours personalizing your design! The focus of design is to give your document visual appeal. Remember, all design choices should be made in consideration of your target audience.

**Principle 1.** Select a font and font size.

Fonts can drastically change the entire feel of your document. For the body of your CV, we recommend using a sans-serif font (one without tails on the letters) to increase readability. You can mix fonts (e.g. use one for headings and one for content), but make sure you're happy with how the fonts work together. Consider trying out several fonts before settling on one to ensure that you are communicating the right message.

**Tip:** There are thousands of fonts available online for you to download, just make sure you save your document as a PDF to avoid compatibility issues across different computers.

For your font size, pick a larger size for your name (16-24 point is a good place to start). For the main body, don't go smaller than 11 point, otherwise your content may be hard to read. You can make your headings different font sizes, but avoid using so many that your document becomes cluttered.

| Content | | Headings | |
|---|---|---|---|
| Arial | Trebuchet | **Britannic Bold** | Rockwell |
| Corbel | Tahoma | **Elephant** | Georgia |
| Lucida Sans | Verdana | Lucida Bright | Palatino |

**Principle 2.** Use color effectively.

Keep your audience in mind when deciding whether to utilize color in your document or not. Color can drastically increase the visual appeal of your document when used correctly. Consider using colors for your headings and leaving your body text black. Remember to avoid colors that are too light to be easily read against a white background. Also consider the feelings that you may associate with certain colors. For example, we suggest avoiding red because it tends to evoke feelings of danger (like stop signs) or harsh corrections (like a red pen on an assignment). Generally, keep colors muted rather than bright. Consider the following samples:

Green gives the feeling of growth, environment, and nature.
Blue tends to feel calming and stable.
Plum is associated with imagination, wisdom, and regality.

Tip: Want to be True Blue on your CV too? Make your headings a custom color by clicking the Font Color drop-down menu, then selecting More Colors. Choose Custom Colors and use the RGB code 0, 102, 204 to use MTSU Blue!

**Principle 3.** Use bold, underline, and italics consistently.

Using different styles can help increase the delineation of your document and make it easier to read. Make sure you apply styles in the same way throughout your CV. For example, if you're going to make your headings bold, make sure that all of your headings are bold. If you're going to make your dates italicized, make sure they are all italicized.

If you're including presentations and/or publications in your CV, consider bolding your name in the entry. This allows the reader to quickly identify where in the entry you are, without having to read through several names to find you quickly.

**Tip:** Want to add some delineation to your document—literally? Try selecting a line of text (like a heading) and adding a bottom border. This will create a line across the entire page that makes your sections very easy to follow. In a CV, where you often have a lot of sections, this can be very helpful.

## Step 5 | Final Proofread

After you've completed your formatting, content, and design, it's time to do a final proofread! Do a final check-through yourself to catch any errors, and then get several people (especially professionals in your field) to proofread your document before you submit it. Consider the following qualities:

- ☐ Does your CV have visual appeal, without being cluttered or messy?
- ☐ Does your content speak to your target audience?
- ☐ Do you have any other content to add?
- ☐ Is any content not relevant/persuasive or detracts from your strong information?
- ☐ Does the organization of your document make your information flow well?
- ☐ Is your design (font type, size, color, bold/underline/italics, hyphens, etc.) consistent throughout?
- ☐ Are all of your content points results-oriented rather than listing responsibilities?

Since the audience reviewing a CV often varies in what they want to see discipline to discipline, it is best to get multiple perspectives on your document. Ask a professor or research mentor to give your document a look-over before you submit, and of course make use of our Document Drop program or drop-in hours! Make sure that others are reading your document for visual appeal, consistency, and effectiveness.

Save a copy that you can continue to edit (whether it be in Word, Pages, or on Google Docs), and save a copy of your document as a PDF. Always submit your document as a PDF unless otherwise requested. PDFs "bake in" all your formatting and avoid compatibility issues across computers.

Finally, you may want to consider creating a text-only version of your CV in case you are asked to submit your information online in a text box. Open Notepad on your PC or TextEdit on your Mac, then copy and paste your information. Check and resolve any formatting and spacing issues, and look out for any unusual characters. Consider replacing your headings with ALL CAPS or using characters that can help your content stand out (for example, consider using -hyphens for bullet points and *asterisks* around your headings).

**For individual assistance with your CV, contact the MTSU Career Development Center Peer Career Advisors at**
**pca@mtsu.edu**

# Syd Student

(123) 456- 7890                                                                 123 Green St.
student@email.com                                                     Nashville, TN 37130

## Education

**Bachelor of Science in Psychology**                                    *May 2020*
Middle Tennessee State University                              Murfreesboro, Tennessee
University Honors College Scholar                                        GPA: 3.98
Honors Thesis: "The Effects of Mindfulness on Relationship Satisfaction"
Minor: Biology

**Relevant Coursework:**

| | | |
|---|---|---|
| Abnormal Psychology | Behavioral Neuroscience | Applied Psychopharmacology |
| Advanced Statistics | Research Methods | Intro to Cognitive Psychology |
| Microbiology | Genetics | Human Genetics |

## Research Experience

**Research Assistant**                                              *Fall 2019 – Present*
Faculty Mentor, Ph.D.
- Observing behavioral changes in mice resulting from interactions between dopamine and oxytocin
- Completed ethical training on research with animals and conceptual training on handling mice

**Project Lead**                                                 *Spring 2019 – Present*
Faculty Mentor, Ph.D.
- Using EEG to study multisensory integration and how neural processes relate to reading
- Leads project correlating resting-state  EEG with reading ability and executive function
- Processes and analyzes data in Matlab, EEGLAB, and SPSS
- Conducted literature review to determine executive function tasks to include in second study

**Lab Manager**                                                  *Spring 2018 – Present*
Faculty Mentor, Ph.D.
- Identifying which factors contribute to relationship satisfaction
- Managed collection of data from over 350 participants using online Qualtrics surveys
- Prepared and analyzed data using Actor-Partner Interdependence Modeling (APIM)
- Presented results at the annual conference of the Association of Behavioral and Cognitive Therapies

**University Honors College Thesis Research**                     *Fall 2018 – Fall 2019*
Faculty Mentor, Ph.D.
- Examining the effects of the five facets of mindfulness on positive and negative relationship quality
- Worked independently on thesis proposal and defense and analyzed data using multi-level modeling
- Assisted in writing and submitting final manuscript

## Publications

**Student, S. M.** (2019). *The proposal and evaluation of the ICD-11 classification system for personality disorders.* Journal of Undergraduate Research and Creative Activity, Vol. 2.

# Conference Presentations

**Student, S. M.,** Faculty, M. L. & Collaborator, A. B. (2019, November). *Is one's mindfulness relevant to his or her spouse?: Cross-partner associations between mindfulness and relationship quality*. Poster to be presented at the annual meeting of the Association of Behavioral and Cognitive Therapies (ABCT), Atlanta, GA.

Faculty, M.L. & **Student, S. M.** (2019, November). *Not just two peas in a pod: Mindfulness operates differently for each spouse in a marriage.* Symposium to be conducted at the annual meeting of the Association of Behavioral and Cognitive Therapies (ABCT), Atlanta, GA.

**Student, S. M.,** Labmate, C. D., Faculty, A. A., & Advisor, S. N. (2019, July). *A Resting-State EEG Investigation of Reading Ability*. Poster presented at the MTSU Summer Research Celebration, Murfreesboro, TN.

**Student, S. M.** & Faculty, M. L. (2019, April). *The effects of mindfulness on relationship satisfaction*. Poster presented at the meeting of the Middle Tennessee Psychological Association (MTPA), Murfreesboro, TN.

**Student, S. M.,** & Faculty, M. L. (2019, March). *Is gratitude the reason mindful couples are happier?* Poster presented at MTSU Scholars Week, Murfreesboro, TN.

# Skills

**Research Methodology Skills**
- Proficiency with SPSS, Matlab, and EEGLAB for data analysis and processing
- Management of surveys through Qualtrics for multiple projects
- Independent collection of EEG data using a Neuroscan Hydro-Net Quik-Cap and Curry 8 software
- Preparation of abstracts and subsequent presentations for both regional and national conferences

**Lab Skills**
- DNA extraction, Polymerase Chain Reaction (PCR), gel electrophoresis, and DNA sequencing
- Experience using genetics databases (e.g. HomoloGene, Aceview, Ensembl, and Primer3Plus)

# Awards and Affiliations

**MTSU Undergraduate Research Center**

| | |
|---|---:|
| URECA Gold Scholar Grant ($2,400) | *Fall 2019* |
| URECA Travel Grant ($400) | *Fall 2019* |
| URECA Platinum Scholar Grant ($3,500) | *Summer 2019* |
| URECA Silver Scholar Grant ($1,000) | *Spring 2019* |

**Societies and Affiliations**

| | |
|---|---:|
| Student Organization for the Advancement of Research | |
|     Secretary | *2019 – Present* |
| Golden Key International Honour Society | |
|     Vice President | *2019 – Present* |
|     President | *2018 – 2019* |
| National Society of Leadership and Success | *2017 – Present* |
| Collegiate Neuroscience Society | *2018 – Present* |
| Association of Behavioral and Cognitive Therapies | *2018 – Present* |

# Volunteer Work

**Expanding Your Horizons**

Blue Crew                                                                                                         *October 2019*
- Served on a team of ten to prepare venue for event
- Adapted to different positions on day of event to ensure success

Master Group Leader                                                                                     *February 2018*
- Led a group of middle school girls through activities that related to careers in STEM fields
- Assisted with group leader check-in and organization of logistics

**Career Development Center**                                                                      *October 2018*
- Represented as a Career Fair Ambassador to promote the annual career fair
- Gave presentations to students encouraging their attendance
- Assisted with check-in of employers and ensured that the event ran smoothly

**Golden Key International Honour Society**                                               *2018 – Present*
- Utilized event planning skills to coordinate multiple networking events and annual induction
- Engaged members in volunteer work at a local elementary school and food pantry

# Work Experience

**Peer Career Advisor**                                                                   *August 2019 – Present*

MTSU Career Development Center                                              Murfreesboro, Tennessee
- Advises students on strategies to improve job search documents
- Develops additional resources for students, such as a CV Writing Guide
- Presents information on Center services and resume writing to classes of varying sizes

**Starbucks Team Member**                                                           *March 2018 – May 2019*

Target                                                                                                      Chilly, Tennessee
- Led team in daily operations in absence of other supervisors and managed promotional set-ups
- Served as a trainer for five new team members
- Selected to represent store for a national hiring event for the holiday season

**Baker | Expo | Cake Decorator**                                                 *May 2016 – March 2018*

The Puffy Muffin                                                                                    Chadtree, Tennessee
- Led consultations for wedding cakes and other custom cakes
- Developed new organizational system to track high quantities of orders
- Promoted from Baker II to Baker I position after four months

**Shift Supervisor**                                                                       *June 2013 – April 2016*

Starbucks                                                                                          Palm Tree, California
- Managed cash, inventory, and delegated tasks to the team
- Implemented food waste reduction program and succeeded in lowering food waste by 5%
- Trained over a dozen new baristas as well as several new shift supervisors
- Pursued additional food safety training and performed practice audits at other stores

# ELEANOR SHELLSTROP, Ph.D.

E.Shellstrop@cornellmail.cornell.edu | (555) 123 - 2200
2500 Lightning Avenue | Murfreesboro, TN | 37132

Passionate humanitarian and Fulbright recipient with a commitment to achieving social justice through the development of international literacy projects. Skilled in program management and development with expertise in nonprofit administration, board, and volunteer development, marketing, and human resources management and staffing. Conversational French and Finnish language abilities with skills in Microsoft Office and Photoshop.

## Education

| Cornell University | Ithaca, NY | May 2019 |
|---|---|---|

**Doctor of Philosophy in Applied Linguistics**
- Dissertation: "Language Applied: The Importance of Linguistic Studies in a Global Society"
- Honors graduate with Summa Cum Laude distinction
- Sage Fellowship Recipient: received a full-tuition fellowship based on academic merit

| American University | Washington, D.C. | May 2015 |
|---|---|---|

**Master of Arts in TESOL**
- Thesis: "Using International Educational Practices in American Schools"
- Selected as a graduate assistant, teaching one class per semester
- Graduated with Magna Cum Laude distinction

| Middle Tennessee State University | Murfreesboro, TN | May 2010 |
|---|---|---|

**Bachelor of Science in Special Education**                                                                 GPA: 3.94
- Concentration in English as a Second Language | Minor in French
- University Honors graduate with Summa Cum Laude distinction
- Undergraduate Honors Thesis: "Invisible Children: Promoting Continuing ESL Classes in Secondary Schools"
- Buchanan Fellow: one of twenty students selected to receive university's highest academic fellowship

| Helsinki University | Helsinki, Finland | January – May 2009 |
|---|---|---|

**Finnish Language Studies**
- Semester study abroad program studying Finnish and observing teaching methods in secondary education
- Exhibited adaptability and enhanced communication skills in order to engage in a new culture

## Teaching Experience

| American University | Washington, D.C. | August 20013 – May 2015 |
|---|---|---|

**Graduate Teaching Assistant**
- Taught two undergraduate French classes under supervision of chair of the foreign language department
- Crafting college-level lesson plans for classes of 30+ students
- Developed leadership and disciplinary skills while remaining approachable to students

| Lycée Blaise Pascal | Abidjan, Côte d'Ivoire | January – October 2011 |
|---|---|---|

**Fulbright English Teaching Assistant**
- Awarded one of two grants available to teach English and conduct research in an urban secondary school
- Given the opportunity to utilize skills developed through training as an ESL-certified teacher
- Immersion into new culture required adaptability and exercise of non-native language skills

| Siegel Middle School | Murfreesboro, TN | March – May 2010 |
|---|---|---|

**Student Teacher**
- Residency II candidate in four English as a Second Language classes
- Worked in classrooms with more than 50% IEP and inclusion student population

E2

| Riverdale High School | Murfreesboro, TN | January – March 2010 |
|---|---|---|

**Student Teacher**
- Residency II candidate in the special education classroom
- Worked with students from a diverse range of background to develop individualized lesson plans

| Smyrna Middle School | Smyrna, TN | August – December 2009 |
|---|---|---|

**Student Teaching Observer**
- Residency I placement observing and assisting with two English as a Second Language classes
- Implemented differentiated lesson plans to reach a variety of students

| Oakland Middle School | Murfreesboro, TN | August – December 2008 |
|---|---|---|

**Methods Placement** – 8 hours

| Blackman High School | Murfreesboro, TN | January – May 2008 |
|---|---|---|

**Classroom Management** Placement – 10 hours

| Eagleville School | Eagleville, TN | August – December 2007 |
|---|---|---|

**Planning and Assessment Placement** – 10 hours

## Presentations

| TESOL 2019 International Convention | Portland, OR | 29 March, 2020 |
|---|---|---|

**Keynote Speaker**
- "Complexity Theory: Renewing Our Understanding of Language, Learning, and Teaching"

| BETT Show 2018 | London, England, UK | 24 January, 2019 |
|---|---|---|

**Invited International Presenter**
- "Language in Your Pocket: How the Technology of the Present is Shaping Language-Learning for Tomorrow"

| iNACOL Online Learning Conference | Indianapolis, IN | 22 November, 2017 |
|---|---|---|

**Keynote Student Speaker**
- "Preparing Student Educators for the Future of the American Public School System"

| SXSW.EDU | Austin, TX | 9 March, 2015 |
|---|---|---|

**Workshop Leader**
- "Reading Out Loud as a Method of Language Learning"

## Publications and Research

**Shellstrop, Eleanor**, James Kirkgard, Anna Wantabe, et al. *Watch the Spanish Soap Operas: A Comprehensive Study of Immersion-Style English Language-Learning in Secondary English.* Philadelphia: U Penn, 2020. Print.

**Shellstrop, Eleanor**. "An Argument Against the Fulbright Teaching Program for the Sake of American ESL Teachers." *TESOL Journal* 3.4 (2019): 14-19. *TESOL International Association.* TESOLIA, 1 Mar. 2019. Web.

**Shellstrop, Eleanor**. *Language Applied: The Importance of Linguistic Studies in a Global Society.* Diss. Cornell U, 2018. Ithaca, NY: Cornell UP, 2018. Print.

**Shellstrop, Eleanor**. *Using International Educational Practices in American School.* Thesis. American University, 2015. Washington, DC: American UP, 2015. Print.

# Your Name

(xxx) xxx-xxx

email@email.com

Street Address

City, State ZIP

## Research Interests

Talk about your research interests here. This can typically be 2-3 long sentences. Try to strike a balance between being broad (demonstrating you're flexible) while citing some specific examples (to show you have clear direction). Consider using broader terms, then use a "for example …"

## Education

Bachelor of _____ in _____                                                                      Month, Year

Middle Tennessee State University                                                            Murfreesboro, TN

Minor in _____                                                                                            GPA: ___

## Publications (Format is discipline-specific (e.g. MLA, APA). Bold your name so it's easy to find.)

Author name, author name, & author name (Year). Title of your publication, *Journal name, volume*(edition), doi:____

Author name, author name, & author name (Year). Title of your publication, *Journal name, volume*(edition), doi:____

## Conference Presentations (Bold your name in these entries so it's easy to find.)

Author name, author name, & author name (Year, month). Title of your presentation. Poster presented at the annual meeting of the name of your conference, City, State.

Author name & author name (Year, month). Title of your presentation. Symposium conducted at the annual meeting of the name of your conference, City, State.

## Grants Awarded

Name of the grant, $____                                                                                Month, Year

Name of the grant, $____                                                                                Month, Year

     Principle investigator: _____

## Professional Affiliations

Name of organization                                                          Month, Year – Month, Year

Name of organization                                                          Month, Year – Month, Year

## Awards

Name of award                                                                                               Month, Year

Name of award                                                                                               Month, Year

## Work Experience

Position Title                                                                        Month, Year – Month, Year

Company Name                                                                                               City, State

- Point
- Point

E3