

Curriculum Vitae
Name and credentials
Mailing address
Phone number
Email address

Education

Include Institutions, Degrees, Dates degrees conferred and field(s) of study.
Can place in table format

Certifications and Licensure

Provide prior and current certifications
Licensure # in all states licensed

Professional Experience

Applicable professional experience (do not include high school and college work unless related to your profession)
Include the dates employed, the institution and your title/position
Do not list "job duties"
Can place in table format

Awards and Honors

List all professional awards and honors and the year conferred

Research Activities and Research Funding

List all research activities and funding including the inclusive dates, the title of the research study, the funding agency, your role, funding amount, assigned grant numbers if applicable.
Can place in table format

Research Presentations

All research presentations including title of presentation, type of presentation (poster, paper, etc.), program title, organization sponsoring program, dates, location and indicate whether peer reviewed (may use an *).
Can place in table format

Publications

Indicate whether peer reviewed
Use consistent reference format
May bold your name
Use subdivisions for ease of reading and identifying types of publications:

Journal articles

Book chapters, Reports, Monographs, Protocols

Published Abstracts

Educational Presentations

All educational presentations that you present including title of presentation, type of presentation (poster, paper, etc.), program title, organization sponsoring program, dates, location and indicate whether peer reviewed (may use an *).

Editorial Service

Manuscript reviewer – include years you have provided this service and name of each journal

Editorial board membership – include years of appointment

Book reviewer – title of book and publisher, year of review

Professional Memberships

Membership in professional organizations including years of membership

Professional Service

Offices held in professional organizations

Abstract reviewer for programs or organizations including the organization title, the program title and the year

Grant reviewer including the organization(s), dates of review, study section name and number when applicable

Professional service appointments including organization and dates of appointment

Scholarship reviews for organizations including organization name and dates

Professional Board membership including dates of service

Can place in table format

Academic Service

Teaching

Courses taught, credit hours of each course and date

Can place in table format

Academic Service

Committee service including role (member, chair), dates of service, name of committee

Task Force membership, role and dates of service

Student committee work including type of committee (doctoral, masters), role (member, advisor), dates of service, student name and title of thesis or dissertation

Can place in table format

Community Service

Community Board service including dates of service and name of board

Community activities