**Sample Curriculum Vitae Headings**

**CONTACT INFORMATION**

Name (bold and larger font than the rest of the CV)

Mailing Address

Phone Number

Email

**SUMMARY STATEMENT** (Optional)

Include a brief list of the highlights of your candidacy.

**EDUCATION**

List your academic background, including undergraduate (and graduate) institutions attended. Graduate Institution, City, State

Degree, Major Date of Graduation

Dissertation Title (and brief description or “abstract attached”)

Undergraduate Institution, City, State

Degree, Major Date of Graduation

Thesis Title (and brief description or “abstract attached”)

**RESEARCH EXPERIENCE**

List in reverse-chronological order; include project name, supervisor, position details and dates.

**TEACHING EXPERIENCE**

List in reverse-chronological order, include course title and professor, position details and dates.

**FIELDWORK/INTERNSHIP EXPERIENCE**

List in reverse-chronological order, include organization name, supervisor, position details and dates.

**EMPLOYMENT HISTORY**

List in reverse-chronological order, include company, job title, position details and dates.

**FELLOWSHIPS**

List internships and fellowships, including organization, title and dates.

**LICENSES / CERTIFICATION**

List type of license, certification or accreditation and date received.

**PUBLICATIONS/BOOKS**

List all publications in bibliographical format of your industry (MLA, APA, etc.)

**PROFESSIONAL AFFILIATIONS**

List all professional affiliations and your role within each organization. If you have not yet joined the professional affiliation of your industry consider doing so—it’s a great way to connect with professionals in your field and to keep up-to-date on current topics of the industry.

**SKILLS/INTERESTS**

Include your skills (language, technical, computer, statistical, grant writing, etc.)