

First Name Last Name

Street Address

City, State Zip Code

(Area code) phone number

(Area code) fax number (if applicable)

email@address.com [right click and scroll down to "Edit Hyperlink" to include your email address]

Education

Years

Academic Experience

Teaching/Tutoring Experience

Research Skills and Training

Other Positions and Employment

List non-academic employment history in reverse chronological order, noting position held, employer, location, brief description of duties and responsibilities.

Years

Professional Memberships and Activities

List these, in groupings by professional organization, in reverse chronological order, noting leadership positions and other positions held. This section may also include editorial activities. If, however, you have served as editor in many contexts, consider grouping these together under a separate heading, by publication, in reverse chronological order.

Years

Honors and Awards

[Note: you may also list elite fellowship programs, those to which you were accepted on the basis of a competitive, as opposed to first-come, first-serve, application process, here.]

Years

Committee Assignments and Administrative Services

List in reverse chronological order, noting leadership positions held. Include university and non-university activities (e.g., work with NIH study groups).

Years

Educational Activities

- Identify your teaching/tutoring activities here.
- Include advising responsibilities.
- Consider using a table, as it provides a concise, visual way to identify role, number of students, number of sessions, and evaluation data.

Reflect the years you undertake each activity.

Patents

List in **CHRONOLOGICAL** order to permit each updating.

Abstracts and Presentations**Oral Presentations**

National/International Meetings

Local/Regional Meetings

Posters

National/International Meetings

Local/Regional Meetings

[List these in reverse chronological order, beginning with National/International presentations as a category followed by Local/Regional meetings. Use an asterisk or other explained notation to demarcate invited talks and meetings that you helped to organize.]

Publications

1. List your publications in **chronological** order for easy updating.
2. **Number** these and highlight **your name in bold**.
3. Follow this **order** - peer-reviewed, non-peer-reviewed publications, articles accepted for publication, books and monographs, evidence of works in progress (complete articles published in conference proceedings, book chapters, review articles, editorials as indicated), development and/or publication of educational materials, development of major curricular offerings or innovative educational programs, non-print materials, published abstracts.
4. **Note:** if you're not listed as first author on publications for which your mentored student is listed, note that role with an asterisk or other indicator.