

Graduate CV Template

Your Name Here

Contact Information (street address, city, state, zip code)

(email, home telephone, cell)

DEGREES

Ph.D. Field of Study, The University of Iowa, Iowa City, month, 20xx

Add dissertation title or topic if title seems insufficiently descriptive or has not yet been finalized. (Advisor's name should be included if recognized in field of study.)

List other degree(s) earned or in progress and date granted.

M.A. Field of Study, Graduate College, City, State, 20xx

Add thesis title. (Advisor's name should be included if recognized in field of study.)

B.A. Field of Study, Undergraduate College, City, State, 20xx *Other colleges attended or international study may be listed.*

ACADEMIC HONORS

List honors, scholarships, fellowships, etc.

Presidential Scholarship

Phi Beta Kappa

RESEARCH INTERESTS

List research areas and/or topics. (Optional category; helps reader focus on your areas of expertise.)

Literacy development in adolescents

Role of technology in literacy development

TEACHING INTERESTS

List of possible courses. (Optional category; helps reader focus on your areas of expertise.)

Teaching literature to adolescents

Language and literacy

UNIVERSITY EXPERIENCE

Teaching Assistant, Department Name, The University of Iowa, 20xx – 20xx

Describe duties, especially if position included considerable responsibility for presenting material and evaluating student progress. Short phrases with active verbs preferred over complete sentences. For example:

- **Taught two sections of Literature for Adolescents. Duties included course instruction, student advising and assessment, and course evaluation.**

Research Assistant, Department Name, The University of Iowa, 20xx – 20xx

Describe responsibilities, skills/techniques exercised. Include nature of project and principal investigator's name (optional).

- **Assisted in the review of new adolescent literature. Evaluated books, wrote reviews and participated in discussion sessions**

**PUBLICATIONS/
PRESENTATIONS**

List articles published or in press.

List presentations at conferences or scientific meetings, including conference name, organization, location, date.

Follow bibliographic style appropriate to academic discipline (APA, Chicago, etc.). Artists list exhibitions, performances, repertory, etc.

**PROFESSIONAL
EMPLOYMENT**

List job title, employer, location, and date.

Program Manager, Technology Division, University of Iowa Hospitals and Clinics, Iowa City, 20xx – 20xx

If warranted, describe position by using short phrases with active verbs. For example:

• **Supervised a staff of 13 individuals including database specialists, computer programmers, instructional designers, and**

**RECOGNITION/
ACHIEVEMENTS**

List grants, awards, prizes, exhibitions, performances, leadership roles, etc.

**Excellence in Teaching Award, 20xx
Senator, Graduate Senate, 20xx – 20xx**

**TECHNOLOGY
SKILLS**

List software packages, hardware or specialized skills.

**Statistical Programs: SAS, SPSSx, SPSS/PC
Database Software: Access**

LANGUAGES

List language(s) and ability level.

**Spanish (native speaker)
Italian (reading knowledge)**

MEMBERSHIPS

List of professional affiliations, professional associations (including student memberships).

**Modern Language Association
National Council of Teachers of English**

**PROFESSIONAL
MATERIALS**

ePortfolio: *add URL here or indicate writing samples available upon request.*

Indicate references available upon request or list address of office from which dossier is available. Names and addresses of references may be listed on a separate sheet entitled "Reference Listing."

**Dossier: The University of Iowa Educational Placement Office
302 Lindquist Center N, Iowa City, Iowa 52242 (319) 335-5353**