Curriculum Vitae Outline

Contact Information

- Name
- Address (optional)
- Telephone
- Phone
- Email (professional e-mail address, e.g. ONID)

Education

Include institution name and location, dates, major and details of degree (e.g., thesis) in reverse chronological order.

- Post-doctoral degree
- Graduate school
- Undergraduate

Professional Interests

Include areas of concentration and research or teaching interests.

Honors and Awards

Grants, fellowships, scholarships, honor societies

Professional Experience

Include organization, position title, dates and position details in reverse chronological order.

- Work history
- Academic positions
- Practica, internships, assistantships

Research and Training

Include dates and position details in reverse chronological order.

- Research involvement
- Research interests
- Include the details and results of your research, not just what you did but how, and what the goals of the research were. Quantify your processes and results wherever possible.

Teaching

List in reverse chronological order and include course details and dates.

University Service or Volunteer Work

Include committee and leadership involvement (e.g., governance bodies, institution judicial board).

Professional Qualifications

Certifications and accreditations

Publications

Include articles, book chapters, books and other publications using appropriate citation style.

Presentations

- This is a great place to list poster sessions, conference presentations and department presentations you've delivered with the titles, dates and topics.

Professional Memberships and Affiliations

- E.g., Society of American Foresters, American Public Health Association
- Include dates of membership.

Skills

Include language, computer skills, equipment maintenance, lab skills, etc.

Please note this is a sample, and the sections are in no particular order. CV sections come in many forms and with many different names. We recommend you use a format suitable for your experiences and discipline. Ask for sample CVs from peers and faculty, and follow the style guide appropriate to your field (e.g., AP, Chicago, etc.) for citations.

Oregon State University