Your Name

Richardson, TX 75085 | 972-123-4567 | [Your.name@UTDallas.edu](mailto:Your.name@UTDallas.edu) | YourLinkedInLink

*Reference: Vertex42.com*

* *A curriculum vitae (CV) is Latin for “course of life” and is a document used to provide detail of professional accomplishments. CV’s can be multiple pages and there is no single correct format. Different academic disciplines sometimes provide templates or common features.*
* *This NSM STEM (skills)-based Curriculum vitae (CV) template provides various headings for you to input your information. Generally, CV’s are required for jobs in academia (professorships), government, scientific, or research fields.*
* *Delete the headings below that are not applicable to you. You should edit/add/delete sections applicable for you, your audience, and the position you are applying for.. Also, consider key words from the job description and add those to your CV. Be sure to adjust the footer with your name.*

# Professional Summary (or Profile) [Optional]

*2-5 lines or bullets describing your fit for the role using key skills from the position description and/or pertinent technical skills/experiences, and/or pertinent soft skills*

# Education

**Doctor of Philosophy in Chemistry**  Expected May 200X

University of Texas at Dallas, Richardson, TX

Dissertation: “Title”

Advisor: “Name”

**Master of Science in Chemistry**  May 200X

University of Texas at Dallas, Richardson, TX

Thesis: “Title”

Advisor: “Name”

**Bachelor of Science in Chemistry** May 200X

Minor in Mathematics

University of Texas at Dallas, Richardson, TX

Graduated Summa Cum Laude

# Technical [or laboratory] Skills *(as applicable to your degree and skill set)*

*Categorize and list your relevant skills (for the job you are applying for – listed on the position description. Tailor your vita to the particular job). Focus on technical or lab skills.*

Certifications: [Insert here- if more than one separate by semicolon]

Analysis Tools: [Skill 1, Skill 2, Skill 3, etc.]

Programming: [Insert here]

Software: [Insert here]

Databases: [Insert here]

Techniques: [Insert here]

Instrumentation: [Insert here]

# Honors and Awards

*List relevant awards, fellowships, honors, grants, and academic distinctions in reverse chronological order (most current to least current). Include a short description of the reward.*

**Title of Award, Organization** 200X

Brief description

**President’s Teaching Excellence Award, University of Texas at Dallas** 200X

This award recognizes sustained excellence in undergraduate instruction, including innovation in approaches to teaching and the overall impact on student learning.

**Title of Grant, Organization** 200X

Brief description

# Employment History

*Identify past employment, as applicable.*

**Position, Organization,** Location 200X to 200X

* [Action verb] followed by accomplishments including result/impact/achievement
* [Action verb] followed by accomplishments including result/impact/achievement

**Position, Organization,** Location 200X to 200X

* [Action verb] followed by accomplishments including result/impact/achievement
* [Action verb] followed by accomplishments including result/impact/achievement

# Scholarly Activities or Research Experience

*You may want to list the teaching experience section first (before the research experience section) if you are applying for a teaching position. Highlight important accomplishments, skills, and projects using concise sentences, beginning with an action verb. Complete sentences are not necessary.*

**Dissertation**, Name of Institution, Location *(if you want to provide further detail)* 200X

**Position, Organization**, Location

* [Action verb] followed by accomplishments including result/impact/achievement (add more bullets as needed)
* [Action verb] followed by accomplishments including result/impact/achievement

**Position, Organization**, Location 200X to 200X

* [Action verb] followed by accomplishments including result/impact/achievement
* [Action verb] followed by accomplishments including result/impact/achievement

**Position, Organization,** Location 200X to 200X

* [Action verb] followed by accomplishments including result/impact/achievement
* [Action verb] followed by accomplishments including result/impact/achievement

# Publications

*List your publications in reverse chronological order. Use an acceptable reference format commonly used in your academic field and be consistent. Group your publications into different categories if you have a sufficient number to do so. Underline or bold your name in each citation.*

## Books

YourLastname, F.M., Book Title, Location: Publisher, 2008.

## Journal Publications

YourLastname, F.M., Lastname, F.M., and Lastname, F.M., “Article Title,” Journal Name, vol. 1, no. 3, 2008, pp. 503-509.

Lastname, F.M., Lastname, F.M., and Lastname, F.M., “Article Title,” Journal Name, vol. 1, no. 3, 2008, pp. 503-509.

## Journal Papers Accepted

YourLastname, F.M., Lastname, F.M., and Lastname, F.M., “Article Title,” To be published in: Journal Name.

Lastname, F.M., YourLastname, F.M., and Lastname, F.M., “Article Title,” To be published in: Journal Name.

## Journal Papers in Review

YourLastname, F.M., Lastname, F.M., and Lastname, F.M., “Article Title,” Submitted to: Name of Journal.

Lastname, F.M., Lastname, F.M., and YourLastname, F.M., “Article Title,” Submitted to: Name of Journal.

## Conference Papers

(Peer-Reviewed)

YourLastname, F.M. and Lastname, F.M., “Article Title,” Proceedings of Conference Name, Nov. 17-18, 2008, PAPERID-000000, pp. 503-509.

Lastname, F.M. and YourLastname, F.M., “Article Title,” Proceedings of Conference Name, Nov. 17-18, 2008, PAPERID-000000, pp. 503-509.

(Abstract-Reviewed)

YourLastname, F.M. and Lastname, F.M., “Article Title,” Proceedings of Conference Name, Nov. 17-18, 2008, PAPERID-000000, pp. 503-509.

Lastname, F.M. and YourLastname, F.M., “Article Title,” Proceedings of Conference Name, Nov. 17-18, 2008, PAPERID-000000, pp. 503-509.

## Conference Papers in Review

YourLastname, F.M. and Lastname, F.M., “Article Title,” Proceedings of Conference Name, Nov. 17-18, 2008, PAPERID-000000, pp. 503-509.

Lastname, F.M. and YourLastname, F.M., “Article Title,” Proceedings of Conference Name, Nov. 17-18, 2008, PAPERID-000000, pp. 503-509.

# Grants

Title, Organization, Name of Organization, Dates, Amount

Functionalized Polycaprolactones for Delivery of Anticancer Drugs, Welch Foundation, 06/01/2019-05/31/2022, $185,000.

# Patents

InventorYourLastName, F.M., InventorLastName, F.M., “Title of Invention,” Unites States Patent, No. 0000000.

InventorLastName, F.M., InventorYourLastName, F.M., “Title of Invention,” Unites States Patent, No. 0000000.

# Presentations and Invited Lectures

**Paper Presentation**, “Title of Paper,” Name of Conference, Date, Location.

The Discovery and Uses of Neodymium, ACS 2020 Southwest Regional and Rocky Mountain Regional Meeting, 11/13/2019-11/16/2019, EI Paso, Texas.

**Keynote Address**, “Title of Presentation,” Name of Conference, Date.

**Workshop**, “Title of Presentation,” Name of Workshop, Date.

# Professional Training

**Seminar or Workshop**

Name of Institution, Location, Date

Description: Include a brief description, if necessary.

**ABC Certification**, Name of Organization, Date

Description: Include a brief description, if necessary.

**Company/Organization**, [Position], [Department], Dates

* Skill/Accomplishment/Award/Certification
* Skill/Accomplishment/Award/Certification

# Teaching Experience

*List courses taught in reverse chronological order. You may want to include a brief description so that the course can be compared to a similar course at another university. The typical number of students in the course as well. List your responsibilities such as developing course materials, lecturing, grading, developing the syllabus, etc may be included. How you decide to list or group your courses, skills, teaching methods, roles, and responsibilities will depend on your amount of experience. Samples are below.*

**Teaching Assistant**, Department May 200X to Aug 200X

**Name of University**, Location

* Taught Name of Course, an undergraduate course averaging 120 students per semester, covering the following topics: topic, topic, topic, topic
* Developed quizzes, exams, and homework
* Revised the syllabus to meet national accreditation standards
* Coordinated grading and labs with a team of 4 teaching assistants

**Teaching Assistant, Department of Chemistry** May 200X to Aug 200X

**University of Texas at Dallas, Richardson, TX**

* Introduction to Organic Chemistry I Lab, an undergraduate course averaging 120 students per semester, covering the following topics: topic, topic, topic, topic
* Developed quizzes, exams, and homework
* Revised the syllabus to meet national accreditation standards
* Coordinated grading and labs with a team of 4 student assistants

# Mentoring

*Provide details about students and level.*

Student Name, Level, “Type of Activity,” Date

Student Name, Level, “Type of Activity,” Date

Student Name, Level, “Type of Activity,” Date

# Service

*Divide your service by major categories such as department, college (school), university. You may also want to add service to professional membership organizations or to the community/area you live in.*

**Organization**

[Title/Position/Duty], [Location], Dates

**American Chemical Society**

Assistant Program Chair, Dallas Fort Worth (DFW) local section. 2023

# Professional Service

**Symposium Co-Organizer**

Name of Conference, Symposium, Year

Symposium Co-Organizer

“Polymer-Related Energy Conversion & Storage” Symposium, 251st ACS National Meeting & Exposition, San Diego, CA, March 13-17, 2023

**Peer-Reviewed Articles for**:

* Name of Journal
* Macromolecular Chemistry and Physics

# Professional Memberships

*List professional associations you are a member of.*

American Chemical Society, 2022 - present

American Association for the Advancement of Science, 2021-present

History of Science Society, 2020-present

Fellow, Royal Society for Chemistry, 2020-present

# Languages

*List the languages that you know, along with your level of proficiency. Use an appropriate proficiency scale such as the ACTFL which provides guidelines for Novice, Intermediate, Advanced, Superior, and Distinguished levels in Listening, Speaking, Reading, and Writing.*

**English**: Native Language

**Spanish**: Intermediate Listener, Novice Speaker, Advanced Reading and Writing

# Other

*Adjust title as needed.*

Interests/Hobbies worth noting

Citizenship or work authorization

# References

**Dr. Albert Jones**, [Title]

[Department Name]

[University Name]

[Mailing Address]

Phone: [Phone #]

Email: [email address]

**Dr. Anne Smith**, [Title]

[Department Name]

[Company Name]

[Mailing Address]

Phone: [Phone #]

Email: [email address]

**Dr. Benny Hill**, [Title]

[Department Name]

[Company Name]

[Mailing Address]

Phone: [Phone #]

Email: [email address]