

Sample Curriculum Vitae (C.V.)

Note: These reference guides do not take the place of assignment guidelines



Your Name
Address
Phone Number
Email

EDUCATION (Start with Most Recent)

Degree

Date of Graduation or Expected Graduation

School, Location (i.e. Florida Gulf Coast University, Fort Myers)

Repeat as Needed

TEACHING EXPERIENCE (Start with Most Recent)

Title

Start and End Date

Description

Repeat as Needed

RESEARCH EXPERIENCE (Start with Most Recent)

Title of Research Paper or Project

Brief Description and/or Course Information

In MLA/APA format, as appropriate for your field

Repeat as Needed

PUBLICATIONS (Start with Most Recent)

Title of Publication

Date Published

Publisher Information in MLA/APA format, as appropriate to your field

Repeat as Needed

CONFERENCES (Start with Most Recent)

Role (Attendee, Presenter, Volunteer, etc.)

Date of Conference

Name of Conference, Name of Host, Location

(i.e. Sanibel Island Writers Conference, Florida Gulf Coast University, Sanibel)

Repeat as Needed

RELATED WORK EXPERIENCE (Start with Most Recent)

Title

Start and End Date

Place and Location

(i.e. Florida Gulf Coast University, Fort Myers)

Repeat as Needed

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AWARDS (Start with Most Recent)

Name of Award

Date Received

Repeat as Needed

MEMBERSHIPS

- List any Professional Memberships Here

CLUBS & ORGANIZATIONS (Start with Most Recent)

Role (Member, Officer, etc.)

Start and End Date

Name of Club or Organization, Location

(i.e. FGCU Language Club, Florida Gulf Coast University, Fort Myers)

Repeat as Needed

LANGUAGES

- List Languages
- Give your level of skill (Reading Comprehension, Fluent, or Native Speaker)