

Elements of Your CV

This is **NOT** a template, as many disciplines, departments, and institutions have their own preferences and conventions. This is simply a way for you to get started with compiling pertinent information for your CV. You may find it helpful to look at examples from colleagues in your department, or at least in your discipline.

PLEASE NOTE: The order of these elements may be different, depending on the kind of positions for which you're applying. For example, if research is the most important component of your job, you may include it before teaching. If research is not important to your work, you may move it after service. The key is to tailor your CV to your strengths, your values, and the purpose for which you are composing it. Also, not all sections may be pertinent to you and your work.

Name and Contact info

Education (most recent first), including the following information:

- Institution/location
- Degree, including in what field
- Dissertation/Thesis
- You may also wish to include supervisor/advisor, committee members, awards, activities, or any special projects, especially if any of this information is applicable to the purpose of your CV

Academic Appointments/Teaching Positions/Course Developer positions

- Your title
- Institution/department
- Dates of appointment
- Description of your responsibilities and activities, focusing mainly on your contributions
- Number of students supervised (If you have supervised many students, you may wish to list **Student Supervision** or **Student Mentorship** under a separate heading)

Teaching Areas

- Teaching areas or interests in which you are qualified to teach
- A list of the courses you have taught

Student Supervision

- How much detail you provide will depend on the nature of your supervision or mentor (level of credential of the student, etc.)

Other pertinent employment (what you title this section will depend on the type of employment and your field—you may refer to it as consultancy, employment, etc.)

- Your title
- Institution/organization
- Dates of employment
- Description of your responsibilities and activities, focusing mainly on your contributions

Research/Scholarship/Creative work

Please use the citation style of your discipline, and for collaborative work, maintain the order of authors as in the publication. If your CV is going to a committee that will include members outside of your discipline, please

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explain the authorship order and the nature of your contribution to the publication. For the kinds of scholarship that may not be familiar to your audience, you may wish to include a brief description of the project.

- Books
- Peer-reviewed journal articles
- Peer-reviewed book chapters
- Conference proceedings
- Artistic exhibits and performances (if you have lots of these, you may need sub-sections for various kinds of exhibits or performances)
- Other kinds of peer-reviewed writing
- Book reviews
- Other types of academic writing
- Works accepted but not yet published
- Works in progress (submitted, but not yet known if accepted)

Conference Presentations

- Keynote or plenary talks
- Invited talks or presentations
- Peer-reviewed conference presentations, workshops, posters
- Panel participation
- Other professional presentations

Research Funding

- Name of grant and granting agency
- Date funding granted and duration of funding
- Title of project and brief description/purpose
- If applicable, number of students supervised for the project

Professional Honours and Awards

- Include honours, awards, and grants (if you don't have a separate section for grants)

Service (list committees, working groups, supervision of student groups, special projects, etc., including positions held and dates of service)

- Departmental
- Faculty, School, or Division (depending on your area)
- Institutional
- Professional community
- Community

Professional Associations (include dates if appropriate)

- Memberships
- Positions held, if on executive or board, if you don't have a separate section for service to the professional community

Any other sections you feel are appropriate for your context

References

- List only if you have permission to do so