

Curriculum Vitae (CV) Overview

A CV provides a complete profile of your professional and clinical experiences, academic achievements, publications, and scholarly interests, as well as skills developed through academic degrees and related teaching or research experience. It is the standard representation of credentials within academia. The length of a CV is determined by the relevant content it contains and does not have a set page count. As your profile develops over time, the CV grows in length, serving as a comprehensive record of your scholarly and professional progress and history.

While there are certain basic formatting rules, you may develop several different versions that you use for different types of positions: clinically-focused, teaching-focused, or research-centered. Furthermore, your CV will always be a work in progress, and as you add items to various categories or add new categories of accomplishment, you may find yourself making several changes to its overall format and style.

A few general layout and formatting rules:

- The general format should be visually appealing and professional. It should be free of spelling and typographical errors.
- Use an easy-to-read font – nothing smaller than 11 points, except for your name and the title of each heading. Keep the same font throughout the document.
- Use bold, italics, and/or lines to highlight distinct areas of your CV. Use white space to separate the categories.
- Avoid printing on both sides.
- Use action verbs to describe your experiences. Avoid using personal pronouns (e.g., I, me, my, our).
- Use up-to-date APA formatting guidelines when listing publications or poster presentations.
- Avoid including photographs and personal information such as age, ethnicity, marital status, place of birth, hobbies, or religious preference.
- Include your name and page number in the footer section, starting with the 2nd page.

Every CV will include information found under common headings such as:

- Contact Information
- Education
- Professional Experience
- Teaching and Research Experience
- Publications
- Presentations
- Grants, Honors, and/or Awards
- Professional Affiliations
- Research Interests

Other optional categories (varies by degree and/or job you are seeking):

- Certifications and Licensures
- Community Service Activities
- Professional Development (workshops, seminars, in-service presentations)
- International or Study Abroad Experiences
- Fellowships
- Language Skills
- Graduate Coursework

You should tailor your CV to the specific positions to which you are applying and place more relevant sections toward the front of the document.

- For a position at a teaching-focused liberal arts college, the CV will strongly emphasize teaching.
- For a position at a research intensive college, the CV will accentuate research.

Follow the conventions of your field. Different academic disciplines have different standards and expectations, especially in the order of the categories. Seek disciplinary-specific advice from advisors, faculty members, and others within your field.

Name

City, State

Home/Cell phone

E-mail address, website, and/or customized LinkedIn Link

EDUCATION

List the degree conferred (or will receive) in reverse chronological order, the institution, the month and year that the degree is/will be received. You may also list your dissertation title, research focus, and advisor here too.

TEACHING EXPERIENCE

Depending on your range of teaching experience, you may divide this up into subsections based on position held or institution taught. Regardless, you should include job title, course title (no course numbers), name of university, and dates taught.

RESEARCH EXPERIENCE

This section may include research assistant positions held (with university and dates), research interests, publications, and presentations.

PROFESSIONAL EXPERIENCE

If applicable to your field, include any professional, non-academic positions you've held or had training for (with dates, company name, and location). This section might also include committees, boards, and activities you've participated in for professional development.

PRESENTATIONS/CONFERENCES

List name of the conference, location, year of attendance, and the name of the paper or panel you presented for.

PUBLICATIONS/WORKS IN PROGRESS

Format your publications or works in progress in the style format preferred by your field. You might also further organize this by book chapters, reviews, and referred and invited papers.

GRANTS/HONORS/AWARDS

Include the name of the award, the granting institution/organization, and the date awarded. If necessary, you may include a one-line description of the award received. Fellowships and grants may also go here.

PROFESSIONAL AFFILIATIONS

List memberships in state, national, and international professional organizations (position held and name of organization spelled out).

Joe Smith

Bowling Green, KY 42104

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EDUCATION

Doctor of Philosophy in Applied Anthropology

Anticipated Graduation May 2026

Western Kentucky University

Bowling Green, KY

Dissertation: "Socialization of Women in Uruguay: Identity, Race, & Power Within the World"

Advisor: Dr. May Fredrick

Master of Arts in History

May 2022

Oklahoma State University

Stillwater, OK

Master's Thesis: "The California Gold Rush Impact on Early Transportation Strategies in the USA"

Advisor: Dr. Joseph Anderson

Bachelor of Arts in Psychology

May 2019

University of Central Oklahoma

Edmond, OK

TEACHING EXPERIENCE

Western Kentucky University, Department of Anthropology

August 2023 – Present

Teaching Assistant

Bowling Green, KY

Course: Introduction to Human Evolution – 3 semesters

- Teach three sections of a 3-hour course to ~125 undergraduate students each semester.
- Develop and implement a comprehensive curriculum for "Introduction to Anthropology" course.
- Design engaging lessons plans with multimedia resources and real-world examples to address diverse learning styles.
- Provide timely and constructive feedback on student assignments and exams.
- Offer individualized support to students through office hours, addressing academic concerns and providing guidance on coursework.
- Utilize a variety of assessment tools to measure student comprehension and progress.
- Encourage critical thinking and class discussions, promoting a dynamic and interactive learning experience.
- Highlight the interdisciplinary nature of anthropology, drawing connections between anthropology and other fields of study.
- Assign and post grades within the required timeframe, guidelines, and online portals established by Western Kentucky University.
- Receive formal and informal feedback from students and peers to improve and adapt teaching methods, lectures, and exam development.
- Arranged two study abroad trips to Uruguay to examine race, power, and gender roles. Each trip consisted of 5 days on-site and 20+ undergraduate students.

Oklahoma State University, Department of History

August 2021 – May 2022

Teaching Assistant

Stillwater, OK

Course: Introduction to American History (Pre-Civil War) – 2 semesters

- Designed weekly lesson plans for small group discussions (30 students in each section/2 sections).
- Graded weekly quizzes and provided substantive feedback to all students.
- Created reading guides for weekly readings from primary literature.
- Guided students in synthesizing complex theoretical concepts from weekly lectures.
- Facilitated student small group discussions in which they were able to share and compare perspectives.
- Supported instructor through a variety of methods including research, grading, office hours, and posting all final grades.

RESEARCH EXPERIENCE

Western Kentucky University, Department of Anthropology

August 2023 – Present

Research Assistant to Dr. May Fredrick

Research Project: Bridging the Divide: Christianity & Collective Memory in the Republic of South Sudan

Oklahoma State University, Department of History

May 2021 – May 2022

Thesis Advisor: Dr. Joseph Anderson

Thesis: The California Gold Rush Impact on Early Transportation Strategies in the USA

University of Central Oklahoma, Department of Psychology

July 2017 – December 2018

Student Assistant to Dr. Jill Pickens

Research Project: An Analysis of Happiness as it Relates to the Manipulation of Environmental Stimuli in a Typical Life of a College Student in the USA

PUBLICATIONS

McMichaels, R., **Smith, J.** Catholic Leadership and Statehood in Southern Sudan. (2023). *Society for Cultural Anthropology*. 65 (9): 201-208.

Smith, J. The Rush to Riches. (2021). *American History Chronicle*. 51: 193-197.

Jenkins, P., T. Belk, T. Keith, and **Smith, J.** Healing Faith. (2021). *Catholic Chronicle*. 113 (5): 35-40.

Pickens, J., **Smith, J.** Measuring Happiness of College Students. (2019). *Journal of Modern Psychology*. 14 (3): 24-34.

Perkins, B., **Smith, J.** Hope vs Despair. (2018). *Today's Psychology*. 52 (2): 100-102.

PRESENTATIONS

Johnson, T., Hill, C. and **Smith, J.** (2023, November). *Decoding Memory in Individuals from South American Cultures*. Society for Cultural Anthropology Annual Conference. Portland, Oregon, USA.

Rajuliued, B., **Smith, J.** (2020, January). *Creating Positive Stimuli in a Stressful Academic Setting*. National Association for College and Employers. Chicago, Illinois, USA.

HONORS AND AWARDS

Johnson Fellowship, Western Kentucky University, 2024

Travel Grant, Western Kentucky University, 2023

Outstanding Graduate Student Teaching Award, Oklahoma State University, 2022.

PROFESSIONAL AFFILIATIONS

American Anthropological Association (AAA)	2021 – Present
Society for Applied Anthropology (SfAA)	2022 – Present
Association for Psychology	2019-2023

RESEARCH INTERESTS

Christianity in South America, conflict resolution, religion and identity, collective memory, gender roles

COMMUNITY SERVICE

Habitat for Humanity, Volunteer, Bowling Green, KY	2023 -2024
The Fight Against Parkinsons, Bowling Green, KY	2022- Present
Red Cross Disaster Relief, Stillwater, OK and Bowling Green, KY	2017 - Present

SKILLS

Proficient in all Microsoft Office programs

Qualitative and quantitative research methods

Technical and creative writing

Teaching and mentoring college-age students

Fluent in Portuguese, German, and English

Mary Thompson
Owensboro, KY
(555) 555-5555 • samplestudent@wku.edu

EDUCATION

PhD in English **May 20xx**

Western Kentucky University | Bowling Green, KY

Dissertation Title: “Down on the Farm: World War One and the Emergence of Literary Modernism in the American South”

Committee: Dr. Joe Black, Dr. Mary Blue, Dr. John Red, Dr. Elizabeth Orange (Chair)

MA in English **20xx**

University of Kansas | Lawrence, KS

BA in English and Communications, summa cum laude **20xx**

Butler University | Indianapolis, IN

TEACHING & ADVISING

Composition Instructor **20xx-present**

Research Writing Program, Western Kentucky University

- Facilitated and taught three sections of English composition.
- Planned and taught a writing-intensive course based upon current events.
- Used instructional technology to enhance pedagogical technique.
- Taught in part with an innovative, interdisciplinary team-teaching program design.

Coordinating Group Leader **20xx-20xx**

Research Writing Program, Western Kentucky University

- Planned and led required training session for teaching assistants and new composition teachers.
- Helped to mentor new hires to the English Department staff to ensure their engagement and professional development.
- Provided job shadowing and training opportunities to assist new hires in adjusting to the pace of work and the tone and style of the University.

Teaching Assistant

20xx-20xx

Department of English, University of Kansas

- Taught a section on film criticism, including film history, theory and technical vocabulary.
- Planned lessons and assignments, led discussion sections, graded papers and exams.
- Organized and led group discussions on social and academic issues.

RESEARCH EXPERIENCE

Doctoral Researcher

20xx-20xx

Department of English, Western Kentucky University

- Conducted primary source research at numerous archives, examining publication history through multiple sources.
- Examined the literature of William Faulkner, Thomas Wolfe, and Tennessee Williams, exploring their publication records, construction of literary identity, and relationship with modernism.

Research Assistant

20xx

Department of English, University of Kansas

- Assistant to Professor Robert Bledsoe, conducting primary and secondary source research.
- Organized for the “New Directions in the Study of Southern Literature: An Interdisciplinary Conference.”

PUBLICATIONS

Johnson, JM, Lolie, T., and **Thompson, M.** Lost on the Farm: Popular Beliefs. (20xx) *Every Journal*. Vol. 9. Accepted and forthcoming.

Thompson, M. Fugitives/Agrarians. (20xx). *American Poetry*. Vol. 12. 13-17.

Davis, D.A. and **Thompson, M.** Will N. Harben, Etheridge Knight, and James Wilcox. (20xx). *Southern Writers: A Biographical Dictionary*. Louisiana State University Press.

CONFERENCE PRESENTATIONS

“Artistic Colloquialism,” Illinois Graduate College Seminar, speaker and organizer.
Urbana, IL, 20xx.

“Transitional Bible Belt,” US Divergence Symposium, Duke University, NC, February
20xx.

“The Ministry of Rev. Thomas H. Jones,” South Atlantic Modern Language Association.
Atlanta, GA, May 20xx.

“Shackles and Stripes: The Cinematic Representation of the Southern Chain Gain.”
American Literature Association. Cambridge, Massachusetts, November 20xx.

“Body Place of Sprits in the South,” Queen Mary College, University of London, April 6-
8, 20xx.

HONORS AND AWARDS

Jacob K. Javitz Fellowship, U.S. Department of Education	20xx-present
Graduate College Dissertation Award, Western Kentucky University	20xx
Campus Teaching Award based, Western Kentucky University	20xx-20xx
Doctoral Fellowship, Kentucky Program for Research in the Humanities,	20xx-20xx
Graduate College Conference Travel Grant, University of Kansas	20xx & 20xx
Most Outstanding Butler Woman, Butler University, Indianapolis, IN	20xx Academic
Scholarship, Butler University, Indianapolis, IN	20xx-20xx

PROFESSIONAL SERVICE

Managing Editor **20xx-present**

Southern Literary Journal

- Process manuscripts submitted for publication
- Oversee production and publication procedures.
- Maintain editorial correspondence with prospective contributors.
- Conduct business transactions including publicity, subscriptions and advertising.

Editorial Assistant **20xx-20xx**

Southern Literary Journal

- Designed and maintained journal’s internet presence. • Edited copy for publication on a monthly basis.

PROFESSIONAL MEMBERSHIPS

- Modern Language Association (MLA)
- American Literature Association (ALA)
- American Studies Association (ASA)
- South Atlantic Modern Language Association (samla)
- Society for the Study of Southern Literature
- Robert Penn Warren Circle • Southern Research Circle
- Fellowship of Southern Writers