CV template

**NAME**

|  |  |  |
| --- | --- | --- |
| **Current Address** |  | **Permanent Address** |
| Street Address | Social Media | Street Address |
| City, Province and Postal Code | Email | City, Province and Postal Code |
|  | Phone Number |  |

**OBJECTIVE (optional)**

* **Use only to state something unique about what you want to accomplish in program**

**RESEARCH AND/OR PROFESSIONAL INTERESTS (optional, but highly recommended for some programs)**

* Provide brief summary of research interests/experience relevant to research being conducted by potential supervisor/group
* List in point form, beginning with general or broad statement and ending with more specific areas. More details can be included in personal statement/letter of intent

**SUMMARY OF QUALIFICATIONS (optional, but highly recommended)**

* Abstract for CV -- first bullet, summary of your academic, volunteer, research, work experience (paid or unpaid) relevant to the profession/grad program
* Relevant knowledge/expertise (e.g., research experience: literature review, methodologies used, ethics approval, etc.)
* Relevant skills (e.g., computer proficiency, report writing, program planning, public speaking, problem-solving)
* If applicable, technical, computer, and/or laboratory skills (e.g., GIS, SPSS, SAS)
* Relevant specialized training/education (e.g., Certificate in Project Management, CPR)
* List of competencies relevant to graduate/professional program

**EDUCATION/PROFESSIONAL TRAINING/CERTIFICATES (or section most related to program)**

**Candidate for Degree Name** (remove “Candidate for” if completed)

Plan (i.e., major), Specialization/Option, Institution, City, Province, Start date - present (or completion date)

**Relevant courses: (optional)** 3 - 6 related to program of interest, list by course name, not number

**Thesis title:** description/abstract of thesis **(if completing)**

**Thesis Supervisor:** name of supervisor

**Name**

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**Project(s):**

**Project or Assignment Title,** Class or Lab, Month/Year - Month/Year

* An accomplishment/statement relevant to program, preferably detailing unique actions and benefits to program, beginning with action verb
* An accomplishment/statement relevant to program, preferably detailing unique actions and benefits to program, beginning with action verb

**Other Degrees/Diplomas/Certificates/Professional Training** listed as above with locations and dates and in reverse chronological order

**PUBLICATIONS/INVENTIONS/PATENTS (not relevant to all applicants)**

* Include all, most recent first, in correct bibliographic format. Include relevant information such as author(s), title, publisher, place of publication, name of periodical, volume, issue number, date, page(s)
* Create separate sections with headings for a lengthy publications list, placing sections in appropriate order:
  + refereed or peer reviewed journals, full papers or letters
  + authored or co-authored books, book chapters, monographs
  + invited and/or non-refereed research contributions
  + book reviews
  + “Research in Progress” or “Manuscripts in Progress” and indicate the status of work (e.g., data collection, data analysis, under review, revise and resubmit, etc.)
  + creative writing outside of one's professional field (if relevant)
* List inventions and patents; when listing a patent, it is mandatory to include the country and year of issue

**PRESENTATIONS/CONFERENCES (not relevant to all applicants)**

* List the type of presentation (e.g., divisional paper presentation vs. a poster presentation)
* State if your presentation(s) were peer-reviewed and what type of presentation (e.g., “Peer-reviewed Conference Presentations” vs. “Non-peer reviewed Conference Presentations”). If you don’t have many to separate into different sections, then simply denote these differences when you list presentations and conference papers
* Create an “Invited Presentations” section if appropriate
* Follow the reference style conventions for your field

**Name**

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**RESEARCH EXPERIENCE** **(paid or unpaid) (or section most related to program)**

**Thesis Research,** Class, Month/Year - Month/Year

* An accomplishment/statement relevant to program, preferably detailing unique actions and benefits to program, beginning with action verb
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**Most Recent Research Job Title,** Organization, City, Province, Month/Year - Month/Year

* An accomplishment/statement relevant to program, preferably detailing unique actions and benefits to program, beginning with action verb
* An accomplishment/statement relevant to program, preferably detailing unique actions and benefits to program, beginning with action verb

**INDUSTRY (CO-OP)/GOVERNMENT/NON-PROFIT/TEACHING/HEALTH-RELATED** **EXPERIENCE (or section most related to program)**

**Most Recent Job Title,** Organization, City, Province, Month/Year - Month/Year

* An accomplishment/statement relevant to program, preferably detailing unique actions and benefits to program, beginning with action verb
* An accomplishment/statement relevant to program, preferably detailing unique actions and benefits to program, beginning with action verb

**2nd Most Recent Job Title,** Organization, City, Province, Month/Year - Month/Year

* An accomplishment/statement relevant to program, preferably detailing unique actions and benefits to program, beginning with action verb
* An accomplishment/statement relevant to program, preferably detailing unique actions and benefits to program, beginning with action verb

**VOLUNTEER EXPERIENCE** **(unless including in Experience or Activities & Interests)**

**Most Recent Volunteer Title,** Organization, City, Province, Month/Year - Month/Year

* An accomplishment/statement relevant to program, preferably detailing unique actions and benefits to program, beginning with action verb
* An accomplishment/statement relevant to program, preferably detailing unique actions and benefits to program, beginning with action verb

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**VOLUNTEER EXPERIENCE (continued)**

**2nd Most Recent Volunteer Title,** Organization, City, Province, Month/Year - Month/Year

* An accomplishment/statement relevant to program, preferably detailing unique actions and benefits to program, beginning with action verb
* An accomplishment/statement relevant to program, preferably detailing unique actions and benefits to program, beginning with action verb

**AWARDS, SCHOLARSHIPS, FELLOWSHIPS, PRIZES, GRANTS (use title relevant to your situation)**

* Awards can be listed under Education
* Name of scholarship, award, fellowship, prize or grant (may describe if needs explanation), Institution, City, Province, Date (value optional)
* Name of scholarship, award, fellowship, prize or grant (may describe if needs explanation), Institution, City, Province, Date (value optional)

**PROFESSIONAL AFFILIATIONS or PROFESSIONAL ASSOCIATIONS or PROFESSIONAL DEVELOPMENT (if relevant)**

**Recent and Relevant Professional Affiliation,** City, Province, Month/Year - Month/Year

* An accomplishment/statement relevant to program, preferably detailing unique actions and benefits to program, beginning with action verb
* An accomplishment/statement relevant to program, preferably detailing unique actions and benefits to program, beginning with action verb

**2nd Most Recent and Relevant Professional Affiliation,** City, Province, Month/Year - Month/Year

* An accomplishment/statement relevant to program, preferably detailing unique actions and benefits to program, beginning with action verb
* An accomplishment/statement relevant to program, preferably detailing unique actions and benefits to program, beginning with action verb

**LANGUAGES** spoken, read, written (**if relevant**)

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**ACTIVITIES and INTERESTS (or section most related to program)**

**Most Recent Position Held,** Club/Organization/Team, City, Province, Month/Year - Month/Year

* An accomplishment/statement relevant to program, preferably detailing unique actions and benefits to program, beginning with action verb
* An accomplishment/statement relevant to program, preferably detailing unique actions and benefits to program, beginning with action verb

**2nd Most Recent Position Held,** Club/Organization/Team, City, Province, Month/Year - Month/Year

* An accomplishment/statement relevant to program, preferably detailing unique actions and benefits to program, beginning with action verb
* An accomplishment/statement relevant to program, preferably detailing unique actions and benefits to program, beginning with action verb

List of hobbies and activities that show your knowledge and passion in your field (e.g., social media groups you actively participate in, personal projects) separated by commas (no dates necessary)

**RELEVANT HEADING(S)**

* Sample section headings include: Computer Proficiency, Laboratory Skills, Technical Skills, Scientific Instrumentation, Certifications
* If applicable, include an accomplishment/statement relevant to program, preferably detailing unique actions and benefits to program, beginning with action verb