### (Sample Curriculum Vitae)

### PUT YOUR NAME HERE

*Contact Information (street address, city, state, zip code)*

*(email, home telephone, cell)*

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| **DEGREES** | **Ph.D. Field of Study, The University of Iowa, Iowa City, month, 200x**  *Add dissertation title or topic if title seems insufficiently descriptive or has not yet been finalized. (Advisor's name should be included if recognized in field of study.)*  *List other degree(s) earned or in progress and date granted.*  **M.A. Field of Study, Graduate College, City, State, 200x**  *Add thesis title. (Advisor's name should be included if recognized in field of study.)*  **B.A. Field of Study, Undergraduate College, City, State, 200x**  *Other colleges attended or international study may be listed.* |
| ACADEMIC HONORS | *List honors, scholarships, fellowships, etc.*  **Presidential Scholarship**  **Phi Beta Kappa** |
| RESEARCH INTERESTS | *List research areas and/or topics. (Optional category; helps reader focus on your areas of expertise.)*  **Economics and Crime**  **Role of technology in global economics** |
| TEACHING  INTERESTS | *List of possible courses. (Optional category; helps reader focus on your areas of expertise.)*  **Sustainable Economic Development** |
| UNIVERSITY  EXPERIENCE | **Teaching Assistant, Department Name, The University of Arkansas, 200x – 200x**  *Describe duties, especially if position included considerable responsibility for presenting material and evaluating student progress. Short phrases with active verbs preferred over complete sentences. For example:*   * **Taught two sections of Microeconomics. Duties included course**   **instruction, student advising and assessment, and course evaluation.**  **Research Assistant, Department Name, The University of Arkansas, 200x – 200x**  *Describe responsibilities, skills/techniques exercised. Include nature of project and principal investigator's name (optional).*   * **Assisted in the review of new economics textbook. Evaluated books,**   **wrote reviews and participated in discussion sessions** …. |
|  | *Your name here page 2* |
| PUBLICATIONS/ PRESENTATIONS | *List articles published or in press.*  *List presentations at conferences or scientific meetings, including conference name,*  *organization, location, date.*  *Follow bibliographic style appropriate to academic discipline (APA, Chicago, etc.).*  *Artists list exhibitions, performances, repertory, etc.* |
| PROFESSIONAL  EMPLOYMENT | *List job title, employer, location, and date.*  **Program Manager, Technology Division, University of Arkansas, Fayetteville, 200x – 200x**  *If warranted, describe position by using short phrases with active verbs. For example:*   * **Supervised a staff of 13 individuals including database specialists,**   **computer programmers, instructional designers, and** …. |
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| RECOGNITION/  ACHIEVEMENTS | *List grants, awards, prizes, exhibitions, performances, leadership roles, etc.*  **Excellence in Teaching Award, 200x**  **Senator, Graduate Senate, 200x – 200x** |
| TECHNOLOGY SKILLS | *List software packages, hardware or specialized skills.*  **Statistical Programs: SAS, SPSSx, SPSS/PC**  **Database Software: Access** |
| LANGUAGES | *List language(s) and ability level.*  **Spanish (native speaker)**  **Italian (reading knowledge)** |
| MEMBERSHIPS | *List of professional affiliations, professional associations (including student memberships)***.**  **National Association for Business Economists**  **National Economic Research and Data Service** |
| PROFESSIONAL  MATERIALS | ***e*Portfolio/*e*Resume:** *add URL here or indicate writing samples available upon request.*  *Indicate references available upon request. Names and addresses of references may be listed on a separate sheet entitled “Reference Listing.”* |